

# **Kentucky Performance Rating for Educational Progress (K-PREP)**

**Spring 2017**



**District and Building  
Assessment Coordinators' Manual**

## Contact Information

If you are a Building Assessment Coordinator (BAC) and have any questions concerning the information found in this manual or in the *Test Administrator's Manual (TAM)*, please contact your District Assessment Coordinator (DAC). DACs should contact the parties below with questions.

<b>Spring 2017 K-PREP Test Administration Questions:</b>
<p><b>Pearson</b> Monday–Friday from 8:00 a.m. to 4:00 p.m. (ET)</p> <p><b>Phone:</b> (888) 437-1430 <b>E-mail:</b> <a href="mailto:KYhelp@support.pearson.com">KYhelp@support.pearson.com</a> <b>Fax:</b> (319) 339-6525</p>
<p><b>Kentucky Department of Education</b> Division of Assessment Support Monday–Friday from 7:00 a.m. to 5:00 p.m. (ET)</p> <p><b>Phone:</b> (502) 564-4394 <b>E-mail:</b> <a href="mailto:dacinfo@education.ky.gov">dacinfo@education.ky.gov</a> <b>Fax:</b> (502) 564-3249</p>

# Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>2017 Important Dates</b>	<b>3</b>
<b>New for 2017</b>	<b>4</b>
<b>Introduction</b>	<b>5</b>
<b>Part 1: Security Requirements and Responsibilities</b>	<b>6</b>
Responsibilities of DACs and BACs	6
Secure Test Materials	7
Inventorying and Tracking Materials	8
Supervising Test Sessions With and Without Accommodations	8
Testing Irregularities	10
Alert Papers	10
Student Pre-ID Listing	11
Test Form	11
Calculator Use Policy for State Testing (Revised October 2016)	11
Approved and Unapproved Testing Resources	14
<b>Part 2: Accountability and Testing Verifications</b>	<b>16</b>
Overview	16
Student Data Review and Rosters (SDRR) Application	16
Importance of Accurate Student Information	16
Pre-Administration	16
During Administration	17
Assessment Regulations	18
<b>Part 3: Who Should Be Tested</b>	<b>20</b>
Students Tested	20
Students Who Move During Testing	21
Medical Emergency	22
English Learners (ELs)	22
Students Receiving Home/Hospital Instruction	25
Students Not Tested	25
Students Participating in the Alternate K-PREP	25
Medical Non-Participation	25
Extraordinary Circumstance Non-Participation	26
Non-Participation Checklist	26
<b>Part 4: Accommodations</b>	<b>27</b>
Students With Disabilities Using Accommodations	27
<b>Part 5: Scheduling Test Sessions</b>	<b>35</b>
Content Areas Tested	35
Advance Announcement	35
Allowed Testing Time	35
Breaks	38
Testing Window Extensions	38

Makeup Tests .....	38
<b>Part 6: District Assessment Coordinator Instructions .....</b>	<b>39</b>
Responsibilities of DACs .....	39
DAC—Before Testing Procedures .....	40
DAC—Before and During Testing Procedures .....	42
DAC—After Testing Procedures .....	43
<b>Part 7: Building Assessment Coordinator Instructions .....</b>	<b>48</b>
Responsibilities of BACs .....	48
BAC—Before Testing Procedures .....	49
BAC—Before and During Testing Procedures .....	51
Important Procedures .....	51
Damaged Test Materials .....	55
BAC—After Testing Procedures .....	56
Packing the Used Student Response Booklets (Scorable) .....	57
Packing the Nonscorable Test Materials .....	58
<b>Appendix A: Forms .....</b>	<b>60</b>
Form Descriptions .....	60
Spring 2017 Kentucky Performance Rating for Educational Progress (K-PREP)	
Appropriate Assessment Practices Certification Form .....	63
Medical Authorization Form Under HIPAA .....	65
Medical Non-Participation Form 2016-17 .....	66
Extraordinary Circumstance Non-Participation Form 2016-17 .....	67
Medical Emergency Form 2016-17 .....	68
Kentucky State-Required Assessments Nondisclosure Agreement Form .....	69
District Overage Packing List .....	70
District Overage Test Materials Security Checklist .....	71
Pallet Detail .....	72
School Packing List .....	73
School Test Materials Security Checklist .....	74
K-PREP Rulers .....	75
School ID Header Sheet .....	76
2016-17 Large Group Testing – Seating Chart Form .....	77
2016-17 Small Group/Individual Student Testing – Seating Chart Form .....	79
<b>Appendix B: Frequently Asked Questions .....</b>	<b>80</b>
Test Materials .....	80
Test Administration .....	81
Forms and Procedures .....	84
<b>Glossary .....</b>	<b>85</b>
<b>Notes .....</b>	<b>89</b>

## 2017 Important Dates

Important dates are derived from the shipment option selected on the Administration Details Screen in PearsonAccess.

- Shipment Option 1: If your district is testing between 04/10/17 and 04/28/17, materials will arrive on 03/27/17.
- Shipment Option 2: If your district is testing between 05/01/17 and 05/12/17, materials will arrive on 04/10/17.
- Shipment Option 3: If your district is testing between 05/15/17 and 06/05/17, materials will arrive on 04/24/17.
- Districts testing after 06/05/17 will need to select Shipment Option 3.

Event	Shipment Option 1	Shipment Option 2	Shipment Option 3
Enter Administration Details in PearsonAccess (Select a Shipment Option)	01/09/17–02/08/17		
Manage Participation Counts in PearsonAccess, Verify Regular Counts and Enter Accommodated Materials Orders	01/09/17–02/18/17	01/09/17–03/03/17	01/09/17–03/17/17
Regular and Accommodated Testing Materials Arrive in Districts	03/27/17	04/10/17	04/24/17
Testing Window**	04/10/17–06/09/17*		
Enter Additional Orders for Regular and Accommodated Testing Materials (books, student response booklets)	03/27/17–06/07/17	04/10/17–06/07/17	04/24/17–06/07/17
Enter Additional Orders for Return Shipping Materials (labels, boxes, etc.)	03/27/17–06/15/17	04/10/17–06/15/17	04/24/17–06/15/17
Make-up sessions can be done during the five-day testing window or during the four days after the window ends while test materials are prepared for shipping. Districts have seven <b>calendar</b> days after the testing window ends to have all scorable materials ready for pick up and nine <b>calendar</b> days for nonscorable materials. <b>Calendar days include holidays and weekends.</b>			
Seven Calendar Days After Last Day of Testing	Districts must call UPS for pickup of scorable testing materials		
Nine Calendar Days After Last Day of Testing	Districts must call UPS for pickup of nonscorable testing materials		

**\*Dates are subject to change.**

**\*\*All Kentucky schools are testing during this window.**

## New for 2017

Topic	General Information	Page
<b>Updated Calculator Policy</b>	Minor changes were made to the Calculator Use Policy for State Testing in October 2016.	11
<b>Science</b>	<p>With the exception of students taking the Alternate K-PREP, students in grades 4 and 7 will not take a K-PREP science assessment for 2017. High school students will continue to take the K-PREP end-of-course assessment in Biology.</p> <p>Students in grades 4, 7 and 11 (with a few exceptions) are required to take an independent field test for science. Students in Alternate K-PREP will take an operational assessment this spring. Look for details for Alternate K-PREP and the science field test in DAC Monday E-mails or DAC Monthly Webcasts.</p>	
<b>Braille Materials</b>	Starting in 2016-17, Braille K-PREP testing materials will be produced in Unified English Braille (UEB). The K-PREP mathematics assessment is offered either in UEB or Nemeth code. Schools should order the Braille assessment based on the student's Individualized Education Plan (IEP).	32-33

# Introduction

The 2017 Kentucky Performance Rating for Educational Progress (K-PREP) assessment in grades 3-8 is a blended norm-referenced and criterion-referenced model. Part A is an abbreviated Stanford 10 test that allows Kentucky to report a national percentile. The national percentile provides information on how Kentucky students perform compared to students across the country that made up the norm group for this assessment. Part A measures a set of skills and objectives developed by a particular testing company. Parts B and C are the criterion-referenced items developed specifically to measure the Kentucky Academic Standards (KAS). The student performance levels (Novice, Apprentice, Proficient and Distinguished) are used to describe how well students perform on the Kentucky-specific standards. In the areas of Reading and Mathematics several items from Part A that measure Kentucky's standards are included in determining Novice, Apprentice, Proficient and Distinguished. The blended design of K-PREP provides both a national and state look at student performance. Because the parts of K-PREP measure different skills/objectives and standards, individual students may perform differently on the norm-referenced and criterion-referenced components. For example, a Proficient or Distinguished score does not automatically mean the student will have a high national percentile.

There are two key assessment themes for the 2017 K-PREP administration:

- **Data Quality**—collaborative process between the Office of Assessment and Accountability (OAA) and school/district staff to ensure accurate reporting of test results.
- **Test Security**—checks and processes to monitor appropriate administration of state-required tests, including seating charts, room location codes and a student honor code.

# Part 1: Security Requirements and Responsibilities

Security requirements are included in this manual to protect the validity of the K-PREP assessment. **The term “secure test materials” in this document refers to student test booklets, test items and used student response booklets (SRBs).**

Test security measures, with checks and processes to monitor appropriate administration of state-required tests, are in place.

The *District and Building Assessment Coordinators’ (DAC/BAC) Manual* and the grade-specific TAMs have been created to assist school personnel in administering the K-PREP. District Assessment Coordinators (DACs) and Building Assessment Coordinators (BACs) must ensure all personnel are aware of the policies in this manual. Failure to follow proper procedures can result in an allegation and possible invalidation of scores or other disciplinary actions. Any violation or suspected violation of test security requirements in this manual must be reported to the BAC, the DAC and the Kentucky Department of Education (KDE) immediately.

## Responsibilities of DACs and BACs

### DAC Responsibilities

- Create policies and procedures to ensure maximum security throughout the district in accordance with the requirements described in this manual and the *Test Administrator’s Manual (TAM)*.
- Securely transfer materials to and from the district office to schools and testing facilities.
- Ensure BACs are aware of important dates, policies and procedures described in this manual and the TAM.

### DAC and BAC Responsibilities

- Select and train all school personnel who will have access to the secure test materials. Access does not imply the review of individual test answers or the tests themselves.
- Conduct training on the *Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080)* and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)* for all test administrators prior to test administration.
- Ensure that all test administrators who will be providing accommodations to students are properly trained in the use and guidelines of those accommodations.
- Provide a copy of the *TAM* to every test administrator early enough to allow them to read the documents and ask questions.
- Schedule test sessions. Ensure that all test administrators are aware of the schedule and any subsequent changes.



- Confirm the number of test materials received and returned using the *School Test Materials Security Checklist*. Complete Header Sheets to communicate the number of test materials returned.
- Complete required seating charts that affect all students and adults in the testing room. Seating charts are collected and maintained for 12 months at district office. Examples are included in Appendix A of this manual.
- Ensure that test administrators bubble room location codes on the SRB indicating the room where each student is tested for each content area.
- Verify that test administrators read the student honor code aloud at onset of testing and collect student signatures on individual SRBs.

## Secure Test Materials

### Confidentiality—Student Test Booklets, Test Questions, Student Response Booklets and Student Responses

**Caution:** Test questions in the K-PREP are copyrighted, secure materials and may not be duplicated in any way.

- From receipt to return of testing materials, no school personnel may review, edit or share, either verbally or nonverbally, the contents of test and student response booklets (SRBs) without approval from KDE.
- Students may not be given access to test booklets by any school personnel prior to testing.
- School personnel may not reproduce any portion of the test booklets or SRBs, except for transcription of responses by test administrators when materials are damaged (e.g., hazardous materials caused by nose bleed, torn pages, food contamination). Reproductions are limited to hand transcription. School personnel may NOT keep any hand-copied portions of the test used for transcription. School personnel may NOT audiotape, videotape, photograph, or photocopy materials.
- School personnel may NOT retain, discard, recycle, remove or destroy test booklets without specific instruction from the DAC, BAC, KDE and/or Pearson.
  - If secure test booklets are damaged, the DAC or BAC must contact Pearson Kentucky Customer Service at (888) 437-1430 for specific directions PRIOR to securely destroying the materials. Detailed information is on page 55.
  - Report the type of secure test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet and the school to which the test booklet was assigned.
  - If SRBs are damaged, school personnel must contact the BAC or DAC and follow the detailed directions on page 55 prior to destroying the materials.
  - If the damaged test material is a SRB, the serial number from the new booklet may be annotated in KDE's Student Data Review and Rosters (SDRR) application.
  - In accordance with OSHA rules, do not return test materials damaged by bodily fluids; they will not be processed or scored. These test materials must be securely destroyed.

## Inventorying and Tracking Materials

- Box 1 (white box) of each district test material shipment includes a Pallet Detail document, District Overage and School Packing Lists, and *District and School Test Materials Security Checklists* with individual test booklet security barcodes listed. Use these documents to verify the materials received and to indicate the materials that must be returned after testing. Store these documents in the school or district office for future reference if a discrepancy arises.
- The *District Overage and School Test Materials Security Checklists* help school personnel track the location of materials at all times.
- DACs and BACs must establish and follow document tracking procedures.
- Any irregularities regarding the use or tracking of documents or the information captured on them must be investigated. If a security breach is discovered, contact KDE immediately.
- Materials must be stored in a secure area when not in use for testing. Storage locations within classrooms must be secured with double locks.

## Supervising Test Sessions With and Without Accommodations

### Responsibilities While Supervising Test Sessions

- All tests must be administered according to the procedures documented in the TAM.
- Test administrators may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.
- Content information or strategies for solving problems on classroom walls, bulletin boards or other surfaces (e.g., ceilings, floors, blinds, windows, clothing) must be covered or removed during testing sessions in the testing room. Standard periodic tables need not be covered or removed.
- Reference sheets are provided by Pearson. Any other supplemental materials not listed in the section titled Approved Resource Materials are not permitted unless they are used in accordance with an approved accommodation. Use the approved reference sheets that arrive with test materials.
- Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that has been completed, nor will a student be allowed to work ahead in a part not yet administered. Active monitoring is required by the test administrators.

## Responsibilities While Providing Accommodations

- Test administrators are responsible for providing appropriate accommodations as defined in Kentucky regulation *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*. In Part 4: Accommodations, key points of the regulation are summarized. Provide the required accommodations identified in the student's current Individualized Education Plan (IEP), 504 Plan or Program Services Plan (PSP) and used routinely and consistently throughout the year in instruction.
- Test administrators providing accommodations may NOT leave students unsupervised at any time. Test administrators must focus their full attention on students and their testing environment while supervising testing.

## Reporting Student Cheating and Score Invalidation

Student cheating or jeopardizing test security is serious and in many cases leads to invalidation of test scores. Invalidation of scores impacts not only student results, but also may impact school/district and state test results.

Monitoring a test administration session requires more than distributing materials and keeping time. Test administrators are expected to monitor students closely to ensure that every student has a fair and equal chance to receive valid scores. A test administrator's responsibilities during testing include, but are not limited to, actively moving about the room to ensure that:

- \* Students are working in the appropriate sections of the test booklet,
- \* Students are answering questions in the correct areas of the SRB,
- \* Students are using appropriate resources,
- \* Students are accessing only approved electronic devices,
- \* Students are not talking to other students, are not looking at another student's work, and
- \* Students are not in any way conducting themselves in a manner that would be considered inappropriate for the testing session.

A test administrator should also be attuned to student behavior before and after testing to monitor that secure material is not being shared in a manner which could include a face-to-face conversation or posting on social media.

## Student

Inappropriate student behavior is not considered an allegation, but should be properly reported. Should it be determined by school/district staff that a student has cheated or jeopardized test security by revealing test information, specific steps should be taken to report the incident through the Allegation Reporting Application on KDE's website <http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx>. The information should be entered into the application following the step-by-step directions on the website. Information regarding the incident should be gathered as soon as possible.

The information should include school/district name, testing room number, student name(s), State Student Identification number (SSID), test administrator's name(s), grade level, content area, item numbers, a detailed description of what happened, how the situation was handled, date of incident, and any other information deemed to be pertinent. These details will allow KDE

to remove a student's score. The schools should also use this information when determining disciplinary action for the student's misbehavior.

### **Test Administrator**

It is considered an allegation when test administrators cause or allow inappropriate student behavior. The incident should be filed as an allegation using the same application and similar process as filing for student misbehavior. Test administrators may face consequences based on the outcome of the KDE investigation.

## **Testing Irregularities**

Testing irregularities occur when set procedures are not followed. They include student or educator misconduct or a mishandling of secure test materials.

Any problems that occur during testing should be documented thoroughly by the personnel involved. Test administrators should forward this documentation to their BAC, who will pass it on to the DAC. If the problem concerns secure materials that have been jeopardized and there is the possibility of an allegation, the DAC must enter information in the Allegation Reporting Application on KDE's website <http://education.ky.gov/AA/distsupp/Pages/Allegation-Reporting.aspx>. If the irregularity does not concern secure material and there is no allegation concern, the documentation must be kept on file at the district office.

## **Alert Papers**

An alert paper is any student response that raises concern about the safety or welfare of the student or others. In general, student responses should not be copied in part or whole. However, if an alert paper is found, the BAC or school administrator should be notified and the SRB must be provided to the BAC immediately following the end of the testing session. The BAC or school administrator will then copy only the response. The copy must be kept secure as it is considered testing material. If another testing session is scheduled, the SRB may be returned to the test administrator.

The BAC or school administrator is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school or district policy for handling the situation. If there is a need for local authorities or parents to see the student response, security should be explained and a nondisclosure form signed by all parties before viewing the response. A copy of the nondisclosure form should remain on file at the district office. The nondisclosure form is located on KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and in Appendix A of this manual.

## Student Pre-ID Listing

The Student Pre-ID Listing is a list of all students that have pre-printed SRBs. The listing includes demographic information provided in SDRR. The paper listing is included in the School Coordinator Kit. Below is an example of the Student Pre-ID Listing. The barcode on this listing is not associated with the security barcode number on the test booklet; it is the Pre-ID barcode number assigned to the student.

### STUDENT PRE-ID LISTING

#### KENTUCKY SPRING 2017 K-PREP

School Code: 999999  
 School: SCHOOL NAME  
 District: DISTRICT NAME  
 Grade: 99

Student Name	Student ID	Date of Birth	Gender	SRB Barcode
LASTNAME1, FIRSTNAME1 A	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME2, FIRSTNAME1 B	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME3, FIRSTNAME1 C	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME4, FIRSTNAME1 D	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME5, FIRSTNAME1 E	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME6, FIRSTNAME1 F	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME7, FIRSTNAME1 G	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME8, FIRSTNAME1 H	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME9, FIRSTNAME1 I	9999999999	MM/DD/YYYY	F	999999999-9
LASTNAME10, FIRSTNAME1 J	9999999999	MM/DD/YYYY	F	999999999-9
Total Students: 99999				

School Code: 999999

SEQ: 99999

**Note:** The barcode listed above is the barcode number to the student's pre-printed SRB and **NOT** the security barcode assigned to the test booklets.

## Test Form

There is one operational form for all grades.

## Calculator Use Policy for State Testing (Revised October 2016)

***In order to create a test administration that provides every student with a fair and equitable assessment opportunity, KDE has developed a calculator policy. Following this policy will ensure that all students have a measure of their academic achievement that is comparable to all students across the state.***

The KDE calculator policy applies to all state assessments (e.g. K-PREP, KYOTE, KOSSA), excluding any ACT assessments. The ACT calculator policy applies to all ACT assessment products (End-of-Course, the ACT and ACT WorkKeys). Both of these policies apply to all students, including those who receive test accommodations with an Individualized Education Program (IEP), Program Services Plan (PSP) or 504 Plan.

In some rare instances, a student with an IEP, PSP or a 504 Plan might use a device not listed on the approved calculator list. The District Assessment Coordinator (DAC) must submit a written request to the Office of Assessment and Accountability (OAA) for permission allowing a student to use the device not included on the list. OAA will consider the request, which will include reviewing IEPs, PSPs or 504 plans, to determine if the device is part of the plan and whether it would provide an unfair advantage on state assessments.

### **Prohibited Computer Applications, Programs and Documents**

During test administration, all applications, programs or documents built-in, created or downloaded on calculators are prohibited for use on state assessments. This includes all applications and programs with a computer algebra system (CAS)<sup>1</sup>. Some permitted calculators have suppression functions, such as Press to Test, that disable applications and use of documents for testing purposes. If available, the suppression function may be used on permitted calculators to deactivate prohibited applications and programs<sup>2</sup>; however, all stored documents must be removed.

### **Prohibited Calculators**

The following types of calculators are **prohibited**:

- calculators with built-in or downloaded computer algebra system functionality  
Prohibited calculators in this category include:
  - Texas Instruments: All model numbers that begin with **TI-89** or **TI-92** and the **TI-Nspire CAS**—Note: The TI-Nspire (non-CAS) is permitted.
  - Hewlett-Packard: HP Prime, HP 48GII and all model numbers that begin with HP 40G, HP 49G, or HP 50G
  - Casio: fx-CP400 (ClassPad 400), Algebra fx 2.0, ClassPad 300 and ClassPad 330, and all model numbers that begin with CFX-9970G
- handheld, tablet, or laptop computers, including PDAs
- electronic writing pads or pen-input devices—Note: The Sharp EL 9600 is permitted.
- calculators built into cell phones or any other electronic communication devices
- calculators with a keypad (letter keys in QWERTY format)—Note: Letter keys not in QWERTY format are permitted.

### **Calculators Permitted with Modification**

The following types of calculators are **permitted, but only after they are modified as noted**:

- calculators that can hold programs or documents—Remove all documents and remove all programs that have computer algebra system functionality
- calculators with paper tape—Remove the tape
- calculators that make noise—Turn off the sound
- calculators with an infrared data port—Completely cover the infrared data port with heavy opaque material such as duct tape or electrician's tape (includes Hewlett-Packard HP 38G series, HP 39G series and HP 48G)
- calculators that have power cords—Remove all power/electrical cords

### **Permitted Calculators**

Students may use any four-function, scientific, or graphing calculator, as long as:

- ✓ It is not on the list of **Prohibited Calculators**.

- ✓ All applications, programs and documents have been removed or deactivated as described in the **Prohibited Computer Applications, Programs and Documents section**.
- ✓ Proctors have made necessary modifications based on the **Calculators Permitted with Modification section**.

<sup>1</sup>Calculators with a Computer Algebra System (CAS) are capable of producing symbolic results. These calculators can manipulate algebraic expressions, performing operations such as factor, expand and simplify. In addition, calculators with CAS can give answers in exact form without numerical approximations (Wikipedia). Some examples of applications with CAS functionalities: all versions of Zoom-Math, APP4MATH, F2K, Allmath and Polynomials All in One.

<sup>2</sup>Knowledgeable school staff may need to assist students in reinstalling or reactivating suppressed applications after testing is complete.

## Approved and Unapproved Testing Resources

### Approved Resource Materials

Grades	Content Area Approved Resource Materials
3–8, 10, 11	<p><b>All content areas/test parts (provided by school)</b></p> <ul style="list-style-type: none"> <li>➤ No. 2 pencils only (no mechanical pencils or pencils that differ in hardness of lead)</li> <li>➤ Extra lined, plain or graph paper (scratch paper)</li> <li>➤ Scratch paper is allowed for all content areas, <b>except for on-demand writing</b>. All scratch paper must be returned to the BAC to be destroyed.</li> <li>➤ Erasers</li> </ul>
3–8	<p><b>Mathematics</b></p> <ul style="list-style-type: none"> <li>➤ Calculators (required for all mathematics parts, except for no-calculator part of the test)</li> <li>➤ Protractors or angle rulers (classroom supply) <ul style="list-style-type: none"> <li>• Grades 4 and 7</li> </ul> </li> <li>➤ Mathematics Reference Sheet for grades 7 and 8 (provided by Pearson)</li> <li>➤ Rulers (provided by Pearson) <ul style="list-style-type: none"> <li>• 1/4-inch and centimeter increments in grade 3</li> <li>• 1/8-inch and centimeter increments in grades 4–6</li> <li>• 1/16-inch and centimeter increments in grades 7 and 8</li> </ul> </li> </ul> <p><b>Note:</b> See Appendix A for K-PREP ruler samples.</p>
5, 6, 8, 10, 11	<p><b>On-Demand Writing</b></p> <ul style="list-style-type: none"> <li>➤ Thesauri</li> <li>➤ Dictionaries</li> <li>➤ Writer's Reference Sheet (provided by Pearson)</li> </ul> <p><b>Note: No scratch paper is allowed for on-demand writing.</b></p>
4 and 6	<p><b>Language Mechanics</b></p> <ul style="list-style-type: none"> <li>➤ Extra lined, plain or graph paper (scratch paper).</li> </ul>



## Unapproved Resource Materials

Students are NOT permitted to use the tools and resource materials listed below:

- Books other than those specified above (e.g., encyclopedias, textbooks)  
*Note: Once testing has been completed and a student's testing materials have been removed from the testing station, the student may read non-content material.*
- Copies of acronyms
- Graphic organizers
- Computers
- Editing devices (e.g., spell-checker or grammar-checker)
- Cell phones, Smart phones
- Electronic devices (e.g., iPods, iPads or other music players, pocket translators, PDAs)
- Ink pens
- Highlighters
- Scratch paper is not allowed for on-demand writing.

**Note:** Students with IEPs, 504 Plans or PSPs may have some of these resources as outlined in their educational plan.

## Part 2: Accountability and Testing Verifications

### Overview

K-PREP assessments are administered to all students enrolled in a Kentucky public school on the first day of the testing window. The Spring 2017 K-PREP is required and the state will publicly report student performance and school, district and state results. Four content areas (reading, mathematics, social studies and writing) are assessed in grades 3–8. On-demand writing is assessed in grades 10 and 11.

### Student Data Review and Rosters (SDRR) Application

KDE's electronic SDRR application will be used for the collection of student rosters, requesting non-participations and for data review.

Schools and districts are required to identify which students taking the 2017 K-PREP have been enrolled for 100 instructional days, beginning on the first day of the school/district's five-day spring summative test window. Accountability is required for all students taking the 2017 K-PREP. **Schools and districts must provide a student's accountability status in SDRR for grades 3–12.** Note: Grade 12 is needed for College/Career Readiness reporting.

### Importance of Accurate Student Information

A SRB must be completed and returned for scoring, for every student enrolled on the first day of the five-day spring summative test window. The only exceptions are: a student participating in the Alternate K-PREP, or a student with an approved non-participation request. If a request for a student non-participation is made, this information must be entered in SDRR. A SRB must be returned for all students **taking** the 2017 K-PREP. An important step in obtaining accurate data is verification and completion of student information in Infinite Campus (IC). All demographic changes must be made in IC, KDE's authoritative source of student information.

Accurate reports for federal accountability and state reporting are an absolute requirement. Districts and schools must check and verify the demographic data used to generate reports **for each student**. IC provides the data system for this critical data verification process.

**Note:** Remember to update and verify student data in IC, including the two-part race/ethnicity question.

### Pre-Administration

#### Enrollment Verification and Ordering Accommodated Materials

Enrollment and accommodated materials selection data are used to prepare your school-level K-PREP test materials shipment.

Based on this data, each shipment will include enough test materials for the number of general assessment students included on the roster as of the task deadline, plus some overage

(5 percent per school and 3 percent per district). The deadline is determined by the district's testing windows.

Each shipment will also include appropriate accommodated materials for the students identified in PearsonAccess requiring Braille, large-print, text reader, or audio materials.

**Note:** If you did not verify your roster or identify students requiring accommodated materials, you must order these materials through the additional materials ordering process. **You must inventory your test materials shipment before placing orders for additional materials.** See Additional Orders of Test Materials on page 51 if you are a BAC. If you are a DAC, see pages 42 and 43.

### **Pre-Printed Student Response Booklet Updates**

Pre-printed SRBs help ensure data accuracy and that each scorable booklet can be matched to a student data record in SDRR. The student data printed on the SRB allows school staff to identify the student and to verify that the student information is correct. If the demographic information on a pre-printed SRB is incorrect, a blank booklet must be hand-gridded with the correct demographic information. Write VOID with black marker on the incorrect SRB. Once testing is complete all voided SRBs will be returned to the BAC or DAC to be securely destroyed. When a new SRB is assigned to the student the serial number may be annotated in SDRR.

## **During Administration**

### **Student Accountability**

Accountability is based on where the student was enrolled for a full academic year (any 100 instructional days during the current school year, beginning with the first day of the school/district's five-day spring summative test window). The accountability for every student must be marked in SDRR. **If no selection is made, accountability will default to the testing school.** Districts and schools must verify accountability for all students listed on their student rosters as well as their accountability lists.

Students who are not attending an A1 school but are enrolled in an alternative program, such as students attending Kentucky School for the Deaf, Kentucky School for the Blind, Gatton Academy, I-Lead, etc., will participate in the K-PREP, and are accountable to the A1 school they would attend if not in the Alternative program.

Students enrolled in an alternative program for a full academic year without any enrollment in an A1 school shall be accountable to the district.

### **Demographic Data**

Demographic data updates are made in IC for student rosters and for data review. Demographic data are a critical component for reporting of student populations. Schools and districts must be committed to data accuracy for each and every student.

## Verifying Student Testing Rosters

Student data are organized in SDRR through student rosters. There is one student roster for each grade (3-12) within a school and it includes students participating in the K-PREP or Alternate K-PREP.

The SDRR student roster screen is used to do the following:

- Review all student records for a particular grade and school.
- Add/delete students to/from the roster.
- Determine student accountability.
- Download, print and save the student roster for future reference.

Student testing rosters must reflect student enrollment on the first day of the school/district's five-day spring summative test window. Students who are enrolled but not participating in the K-PREP must be included on the school's rosters. The student's information should be updated by completing the non-participation status section (including annotations). Students participating in the Alternate K-PREP are included on a separate roster.

Districts/schools **must** use the formatted testing roster from SDRR. The roster includes information beyond regulatory requirements to assist DACs and school personnel in the data review process.

Once the roster in SDRR has been updated for each student, download and save an electronic and/or hard copy for future reference.

## Assessment Regulations

The state assessment and accountability program is governed by the following assessment regulations:

- *703 KAR 5:070 Inclusion of Special Populations in the State-Required Assessment and Accountability Programs*
- *703 KAR 5:080 Administration Code for Kentucky's Educational Assessment Programs*
- *703 KAR 5:140 Requirements for School and District Report Cards*
- *703 KAR 5:200 Next-Generation Learners*
- *703 KAR 5:225 School and District Accountability, Recognition, Support and Consequences*
- *703 KAR 5:230 Next-Generation Instructional Programs and Support*
- *703 KAR 5:240 Accountability Administrative Procedures and Guidelines*

These regulations outline the legal requirements of the state assessment program and accountability reporting for schools and districts. Annually, all individuals administering or overseeing administration of the state-required assessments must be trained on the *Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080)*. Any individual providing accommodations for students in special populations must **also** be trained on

the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)*.

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content achievement during assessment.

Accommodations do not reduce learning expectations and are not intended to be a substitution for specific instruction. The Inclusion regulation outlines the accommodations permitted on the state-required assessments. Section 2 of that document provides specific directions for administering assessment accommodations. Support materials for training teachers on the *Administration Code for Kentucky's Educational Assessment Programs (703 KAR 5:080)* and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs (703 KAR 5:070)* are posted on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

## Part 3: Who Should Be Tested

### Students Tested

All students enrolled in grades 3 through 8, 10 and 11, including newly enrolled students, must take the K-PREP unless they are participating in the Alternate K-PREP. Each school must test every student who is enrolled in the school on the first day of the school/district's five-day summative test window. Students may not be excluded from testing because of poor academic performance, absenteeism or discipline problems.

Students who are required to test include the following:

- Students with disabilities
- Students who are retained
- Students who move during testing
- Students experiencing a minor medical emergency
- English Learners (ELs) in their second year (or beyond)
- EL students in their first year must attempt mathematics where tested at that grade.

Please see the following sections for more information on testing students who fall into these categories.

### Retained Students

A student retained in a grade in which state-required assessments are administered shall participate in the assessments for that grade again and shall continue to be included in all accountability calculations.

### Grade Level Testing

If a student is double promoted or otherwise skips a grade in the normal progression of grades primary through grade 12, the student will not take the state-required assessments associated with the grade being skipped.

### Students With Disabilities

Students with disabilities must take the K-PREP unless they are participating in the Alternate K-PREP. Students with disabilities may participate with or without accommodations. (See Part 4: Accommodations for more information.)

## Students Who Move During Testing

### Sending District

If a student transfers to another Kentucky school or withdraws on or after the first day of the testing window, the sending school is responsible for:

- Sending student materials to the new school (if student started testing).
- Updating SDRR.

If a student moves to a private or out-of-state school, the school must:

- Void the SRB and the BAC or DAC will securely destroy.
- Update SDRR accordingly. Annotate and delete off the roster.

**Note:** If a student withdraws **prior** to the testing window, update SDRR. Void the SRB and the BAC or DAC will securely destroy.

### Receiving District

If a student officially enrolls in a school before the end of the first day of the testing window, or **after** the testing window has started, the school is responsible for the following:

- Verifying the testing progress of a student.
  - If materials were received, continue testing where the student stopped.
  - If materials were not received, contact the sending school/district to verify testing progress and request any necessary materials. Be sure to determine the number of questions answered in the secure test booklet. Verify if accommodations were provided accurately.
- Testing that student if he or she has not tested in the previous school.

If materials are received from the student's former school,

- Continue testing the student using the former school's testing materials.
- Return that student's test materials to the former school/district for return shipping immediately upon completion of the assessment (using certified mail or hand deliver).

If materials were not received from the student's former school,

- Update SDRR to include the student, assign accountability and annotate accordingly.
- Test the student using test materials from your inventory.
- Bubble the student information page on the SRB. The student will be assigned a novice performance level for any non-tested areas.
- Return the completed SRB with scorable test materials from the new school.
- Note: Contact OAA for directions if the former school/district has already returned testing materials.

## Medical Emergency

An injured student whose injury is not serious enough to warrant a medical non-participation request should receive appropriate accommodations that enable the student to participate in the assessment. Some examples of medical emergencies and appropriate accommodations follow:

- Broken arm—use a scribe
- Broken eyeglasses—use a reader and/or scribe
- Leg in traction without sedating/sedative medication—give test at home or in hospital

To document a medical emergency, the BAC must do the following:

- Notify the DAC as situations occur.
- Complete the Medical Emergency Form (paper version) and keep on file in the district.
- Annotate in SDRR, stating that an accommodation was used due to an injury or medical condition.

The Medical Emergency Form is located on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). For a sample Medical Emergency form, see Appendix A of this manual.

## English Learners (ELs)

English Learners (ELs) must be included on student rosters and must participate in the K-PREP if they were enrolled on the first day of the school/district's five-day spring summative test window. The means and the degree of participation are determined by the length of time enrolled in U.S. schools.

- EL students who are in their **first year** in U.S. schools are required to attempt an English Language Proficiency (ELP) test (in grades K through 12) and take the K-PREP mathematics (3–8) assessments for participation. **For participation, EL students must answer a minimum of four multiple-choice questions or one constructed-response question on any part of the mathematics test.**
- EL students who are in their **second year** or later of enrollment in U.S. schools shall participate in all K-PREP content areas and be included in accountability.

A student is identified as EL through a collection of survey and assessment results. The steps described below should be followed to identify an EL student.

Upon entering the district, all students should be provided a Home Language Survey (HLS) that includes the following four questions:

- What is the language most frequently spoken at home?
- Which language did your child learn when he or she first began to talk?
- What language does your child most frequently speak at home?
- What language do you most frequently speak to your child?

If the answer to any one of these is a language other than English, the student should be given the WIDA ACCESS placement test (W-APT). If the student scores an overall composite of less



than a 5.0 for grades 1 through 12 on the W-APT, they are considered EL and are eligible for services. Kindergarten students cannot exit until after grade 1 ACCESS. The Kindergarten students will be eligible for services and considered EL regardless of their scores on the W-APT.

Once the EL student is identified, a PSP must be written for the student based on his or her individual language needs, and school personnel must meet with the parents to discuss the W-APT results and the goals for the student.

The Home Language Survey, W-APT testing, PSP, and parent meeting must occur within the first 30 days of the school year. If a student moves in later in the school year, the district has two weeks to comply with these requirements.

Every identified EL student has to take an ELP test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 5.0 on a Tier B or C with a minimum of a 4.0 composite in Literacy. The following tables illustrate the state assessments required for EL students.

First Year							
Grade Level	ELP	Criterion Referenced Test / Norm Referenced Test				Readiness Exam	End of Course
	WIDA	K-PREP				EPAS	
	ACCESS	Reading	Mathematics	Social Studies	Writing	ACT	
K	X					O	
1	X						
2	X						
3	X	O	X*				
4	X	O	X*		O		
5	X	O	X*	O	O		
6	X	O	X*		O		
7	X	O	X*				
8	X	O	X*	O	O		
9	X						
10	X				O		X*
11	X				O		
12	X						
Second Year							
K	X					X	
1	X						
2	X						
3	X	X**	X**				
4	X	X**	X**		X		
5	X	X**	X**	X	X		
6	X	X**	X**		X		
7	X	X**	X**				
8	X	X**	X**	X	X		
9	X						
10	X				X		X**
11	X				X		
12	X						

X = Required

O = Optional

\* = Required for participation as part of federal accountability (K-PREP mathematics; End of Course Algebra II and Biology)

\*\* = Included in federal accountability (K-PREP reading and mathematics; End -of-Course English II and Algebra II. Other subjects in year 2 will be included in public reporting.)

ELP = English Language Proficiency

Writing = On-Demand Writing—Grades 5, 6, 8, 10 and 11

Language Mechanics—Grades 4 and 6

## Students Receiving Home/Hospital Instruction

Students enrolled in the district and are taught at home or are in a hospital setting will participate in the K-PREP. Therefore, instructors of home/hospital students must be notified, trained and supplied with the necessary materials in time to test these students within the testing window. However, if a student's illness or injury is such that participation in the assessment would pose a threat to the student's well-being, a medical non-participation may be requested for the student. See Medical Non-Participation below for more information regarding the steps involved in ensuring a student who qualifies for a medical non-participation is accounted for accordingly.

## Students Not Tested

A student would not participate in the K-PREP if he or she meets one of the following criteria:

- Participates in Alternate K-PREP
- Is expelled and not receiving services as provided for in KRS 158.150(2)
- Is a foreign exchange student
- Is medically unable to take the assessment
- Move out of Kentucky public schools during the testing window
- Is in a situation allowing him or her to qualify for an extraordinary circumstance non-participation
- Enrolled at Job Corp Centers

**Note:** Submission of a non-participation request does not guarantee approval. Do not wait to receive approval from KDE to indicate non-participation in SDRR, or to return all test materials for students, pending approval of non-participation requests. **Student response booklets should not be returned if a non-participation request has been approved.**

## Students Participating in the Alternate K-PREP

Students who meet the Alternate K-PREP participation guidelines will not take the K-PREP. **SRBs should not be completed for these students.** If a pre-printed SRB is received for a student that will be participating in the Alternate K-PREP, the SRB is to be voided and the BAC will securely destroy. Alternate Assessment students are included on the Alternate K-PREP roster in SDRR.

## Medical Non-Participation

A student's handicapping condition cannot be the basis for a medical non-participation. However, if a student is ill or medically fragile that he or she is unable to complete the state-required assessment, even in a homebound situation with accommodations provided, a school may choose to request a medical non-participation for the student. If you are unsure whether a student qualifies for a medical non-participation, please contact the Division of Support and Research at (502) 564-4394.

The Medical Non-Participation Form can be found on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). For a sample Medical Non-Participation Form, see Appendix A of this manual.

## Extraordinary Circumstance Non-Participation

Students may qualify for an extraordinary circumstance non-participation if they:

- Should not be tested for any reason not already listed in this section, and
- Do not qualify for a medical non-participation.

Examples of extraordinary circumstance include the following:

- Parental kidnapping
- Child in protective custody

**Note:** Do not return pre-printed SRBs for students with approved non-participation requests. **The booklets shall be securely destroyed.**

The Extraordinary Circumstance Form can be found on KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and in Appendix A of this manual.

## Non-Participation Checklist

- Notify the BAC and/or DAC before any non-participation requests are made.
- Complete the appropriate non-participation form (Medical or Extraordinary Circumstance), collecting signatures from the student's doctor (if necessary), parent or guardian, and DAC (keep on file in the district).
- Document the details from the medical and extraordinary circumstance non-participation in SDRR.

## Part 4: Accommodations

### Students With Disabilities Using Accommodations

Accommodations are intended to provide support for students during instruction to access and learn content as well as to demonstrate content knowledge during assessment.

Accommodations shall be individualized and specifically designed to aid the student as the student learns, being faded or reduced as the student gains/demonstrates increased skill and confidence, and moves toward greater independence. Accommodations shall not inappropriately impact the content being measured. In all components of the state-required assessment, a student shall be the sole creator, author, decision-maker, and owner of his/her own work.

With very few exceptions, all students in grades 3 through 8, 10 and 11 will participate in the K-PREP. Students may be provided with assessment accommodations, based on evaluation data, if the following criteria are met:

- The accommodations must be identified in the student's current IEP, 504 Plan or PSP.
- The student must have routinely received the accommodation throughout the year during classroom instruction. Accommodations should not be added for the sole purpose of use on state-required assessments.
- The accommodations shall not impact the content validity being measured.
- All accommodations shall be provided in accordance with regulation 703 KAR 5:070 as outlined by a student's placement team or Admissions and Release Committee (ARC), unless the student specifically refuses such accommodations.

Many accommodations used in the instructional program for students with disabilities are permitted for testing as long as they do not give the student an unfair advantage. For example, if a student normally wears noise buffers while working, this accommodation can be used during testing.

Occasionally, noncertified staff members or volunteers provide accommodations for students. Please note that such people should receive thorough training and are required to sign the nondisclosure form found on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

Training must include two regulations, *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* and *703 KAR 5:080—Administration Code for Kentucky's Educational Assessment Programs*. Assessment regulations and training materials are on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

Authorized school personnel must also update the student's information in Infinite Campus (IC) to indicate if accommodations were used during testing. There are a variety of assessment accommodations that may be used for students with disabilities on the K-PREP, including the following:

- \* Use of assistive technology
- \* Manipulatives
- \* Reader
- \* Scribe
- \* Paraphrasing
- \* Calculator
- \* Extended time
- \* Reinforcement and behavior modification strategies
- \* Interpreters for students with deafness or hearing impairment (signing)
- \* Simplified language and oral native language support for ELs

The following information summarizes how to specifically administer accommodations. Test administrators providing accommodations must have completed training on *703 KAR 5:070*. Accommodations shall not be designed or provided solely for the state-required assessment, or to lead a student to any specific answer. Specific accommodations used for assessments are maintained in the student's IEP, 504 Plan or PSP, and are no longer collected in SDRR.

### **Use of Assistive Technology**

During the K-PREP, a student with a disability may use special equipment, including assistive technology described in the student's IEP or 504 Plan, which is part of the student's regular instructional routine. "An assistive technology device, as defined by (20 U.S.C. § 1401), is any item, piece of equipment or product system whether acquired commercially, off the shelf, modified or customized that is used to increase or improve functional capabilities of individuals with disabilities." If the use of special equipment (e.g., talking calculators) during the state-required assessment would influence or distract the performance of another student, then the assessment must be administered to the student using special equipment in an alternate setting.

Examples include the following:

- Amplification equipment
- Audio file of state-required assessments
- Text to speech software
- Noise buffers
- Magnifying devices
- Non-Standard Response templates allow a student to respond to writing tasks by typing on a computer. This accommodation is only allowed if the accommodation is noted on the student's IEP or 504 Plan, and the student uses this procedure routinely in his or her regular instructional program. The student should have assistive technology marked.

### **Non-Standard Response Templates**

Before the assessment begins, the school must download the non-standard response template located on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

The student's responses to the spring 2017 K-PREP questions or writing tasks may not be saved to the hard drive of the computer where the student is working, or to any part of a computer network to which the student's computer may be attached. Responses must only be saved directly to a portable drive or a CD for the duration of the test.

After the student has completed a testing session, the test administrator must **immediately** follow these steps:

1. Print the student's response.
2. Cut the print-out to fit in the boxed area of the student response booklet and tape (clear tape) the student's print-out into the corresponding area in the student response booklet. (Do not attach pages with staples, glue or paper clips.) Using clear tape, make sure the document is taped within the box on the page, covering at least the four corners of the document with the clear tape, and do not cover any bar codes or timing tracks.
3. Make sure the portable drive or CD containing the saved responses, along with the scannable booklet, is stored securely until the next part of the assessment is administered. Make sure to write the student's name on the portable drive or CD label.
4. Once each session is complete, the computer on which the student was working must be logged off from any network to which it was attached and completely powered down to ensure elimination of any student work that may have been saved in a temporary file.
5. After all sessions are completed, the responses have been printed and responses taped in the booklets, the test administrator must erase the portable drive or CD.
6. The portable drive or CD, and a note of explanation, must be given to the BAC.

<b>Note:</b> DO NOT return the portable drive or CD with student responses to Pearson. The BAC or DAC must reformat the portable drive so that it may be reused and must destroy any CD.
--

<b>Note:</b> No cell/smart phones, camera devices or other electronic communication devices shall be accessible during testing by students.
---

### Use of Manipulatives

Manipulatives shall be available for student use to complete the state-required assessments, if they are a strategy used by the student to solve problems routinely during instruction, and the use of manipulatives is described in the student's IEP or 504 Plan. Manipulatives cannot be placed on a student's desk, but instead should be located in a place in which the student can access them when needed. The student shall not be encouraged to use specific manipulatives, and the test administrator is not permitted to encourage the use of specific manipulatives.

Students with manipulatives on their IEP or 504 Plan may also have one 3x5 notecard with blank graphic organizers on it (front and back) as one of their manipulatives.

### Reader

<b>Note:</b> Scripts are included in the grade-specific Test Administrator Manuals.
---

The use of a reader (text to speech or human) is allowed on all sections of the state-required assessment (i.e., reading, mathematics, social studies and writing). The use of a reader shall not in any way lead the student to the correct answer.

The role of the reader during the state-required assessments is to:

- Read directions, prompts, situations, passages and stories as written;
- Not use or provide additional information or directions that may lead the student to specific information needed to answer the question;
- Re-read the directions, prompts, situations, passages and stories only if specifically requested by the student;
- Not point out parts of the task, questions or parts skipped by the student; and
- Read individual words or abbreviations that are mispronounced by text or screen readers, if specifically requested by the student.

**Scribe**

A scribe's role shall be to record the student's responses so that they reflect what the student knows and is able to do while providing the student with an alternative means to express his or her thoughts and knowledge. At no time shall a student's ideas, revisions or editing be characterized as teacher-authored. In all components of the K-PREP, a student shall be the sole creator, author, decision-maker, and owner of his or her work. A scribe shall record student responses in a manner consistent with the accommodations described in the student's current IEP, 504 Plan or PSP.

A scribe shall:

- Record what the student dictates word for word;
- Format, capitalize and punctuate the student's writing as directed by the student;
- Give the written product to the student to edit or revise;
- Not alter, edit or revise a student's own ideas, revisions or edits;

**Calculator**

The use of a permitted calculator (See full calculator policy.) is allowed on all sections of the state-required assessment including those sections labeled non-calculator for students with an IEP or 504 Plan. The test administrator is not permitted to encourage the use of a calculator.

It is the examinee's responsibility to know whether his/her type calculator is permitted. Calculators that hold documents or programs must have all documents and programs removed that have computer algebra system functionality.

**Paraphrasing**

The test administrator will paraphrase as needed, but in no way lead the student to the answer.

Paraphrasing during the state-required assessment shall be limited to the following:

- Breaking directions into parts or segments;
- Using similar words or phrases in directions; and
- Repeating or rephrasing directions.

Paraphrasing shall not include defining words or concepts, teaching vocabulary, or telling a student what to do first, second, etc.



**Extended Time**

Extended time shall be available to the student once standard test time has ended. Extended time will be given as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere. Extended time is limited to time and a half or double time. For example—If standard time is 30 minutes and a student is allowed time and a half, then after the student requests to use extended time, the student would be given an additional 15 minutes (half of the original 30 minutes).

**Reinforcement and Behavior Modification Strategies**

Reinforcement and behavior modification strategies are allowed on the state-required assessment when they are documented in a student's IEP or behavior intervention plan and are used on a routine basis during instruction.

Strategies may include:

- Verbal, tangible or tactile reinforcements for being on task
- Use of technology to focus attention or reduce stress
- Testing in a separate location outside the regular classroom

**Interpreters for Students with Deafness or Hearing Impairment (Signing)**

The K-PREP may be signed (i.e., translated to the student using American Sign Language). Signing shall not be a replacement for technology or reading instruction. Interpreters shall not define words for students, provide content or teach vocabulary or concepts during the assessment.

Interpreters who are also scribes shall follow the policies on scribing outlined in *703 KAR 5:070—Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* document located on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

**Use of Simplified Language and Oral Native Language Support for an EL Student**

The use of simplified language and oral native language support for a student with limited English proficiency shall not inappropriately impact the content being measured.

Simplified language and vocabulary shall not change the overall context of the test materials or the content, but ensures that students understand how to take the test. Specific words may be exchanged, but words cannot be defined as part of simplifying language. Directions for test administration may be described using less complex words (i.e., the word "assessment" becomes "test") and sentence structure (i.e., break a sentence into smaller sections). It is considered best practice to use a word-to-word translation. Simplified language includes: breaking directions into parts or segments or using similar words or phrases that are easier for the student to understand.

Oral native language support shall be based on a student's individual language needs as documented in the PSP. This accommodation may range from assistance with specific vocabulary to a sight translation which means rendering printed English test materials orally in the student's native language. The accommodation of oral native language support may include providing directions orally in a student's native language. The accommodation may also incorporate some simplification of language in the test administration directions.

Bilingual or English dictionaries can be in print or electronic versions. The dictionary should be a word-to-word translation without definitions. Be sure all extra Internet capabilities are turned off prior to the beginning of testing.

### Accommodated Materials

Accommodated material orders will be collected via PearsonAccess and will be shipped with the initial distribution of test materials.

The following chart provides information about the accommodated materials available and the Accommodated Materials section on the following pages detail the materials provided.

Accommodation Required	Accommodated Material Types			
	Braille	Large-Print	Audio CD**	Text Reader*
Visual	X	X		X
Oral			X	X

\* Text reader, for grades 3-8, is available for PCs, Macs, iPads (limited) and Chromebooks.

\*\* Must use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.

Students using the audio version of the test may use a computer with a CD-ROM and headphones that allow the student to hear, but do not allow sound to escape into the testing room. If the student is using the CD as a read-aloud accommodation, a stand-alone CD player (one per student, with headphones) may be used.

For information on ordering additional accommodated materials, see pages 42 and 43 if you are a DAC, and on page 51 if you are a BAC.

**Notes:** It is strongly suggested that a backup computer or audio CD player be readily accessible in case of malfunction. Additional batteries or access to an electrical outlet may be necessary if using a standard audio CD player. For audio CDs, use modern stand-alone CD players that support MP3 formatted files, PC or Mac with MP3 capability.

### Text Reader

A web-based text reader accommodation is available for students in grades 3-8 with IEPs, 504 Plans or PSPs that list the use of text reader as an accommodation. Requests may be made during the Accommodated Materials ordering window. A user guide will be available for download and will also arrive with test materials.

### Accommodated Materials Ordering

DACs may order accommodated materials January 11-March 17, based upon the shipment option selected. Accommodated orders for the K-PREP include a test booklet for all grades 3–8 (grades 10 and 11 is a combined form).

Note: Requests for text reader are made in PearsonAccess during the Accommodated Materials ordering window. There is no kit with the use of text reader. Text reader will have a kit like all other accommodated orders. The kit will include everything needed except the user name and password.

Accommodated Materials Shipment Box	
Item	Notes
<b>Braille Kit</b> (for students who are visually impaired or blind)	<p>Based on the student's IEP, the DAC will order and administer the Braille assessments in UEB with the exception of mathematics which is available in UEB or Nemeth code.</p> <p>Each Braille Kit contains the following materials:</p> <ul style="list-style-type: none"> <li>➤ UEB Braille Reading Test Booklet (grades 3-8)</li> <li>➤ UEB or Nemeth Braille Mathematics Test Booklet (grades 3-8)</li> <li>➤ UEB Braille Language Mechanics (grade 4, 6)</li> <li>➤ UEB Braille Social Studies and On-Demand Writing (grades 5 &amp; 8)</li> <li>➤ UEB Braille On-Demand Writing (grades 6, 10 &amp; 11)</li> <li>➤ Braille Reference Sheet               <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> </li> <li>➤ Reference Sheet (regular print)               <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> </li> <li>➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11</li> <li>➤ Accommodation Orders Information Memo</li> <li>➤ Test Administration Notes</li> </ul>
<b>Large-Print Kit</b> (for students who are visually impaired)  <b>Note: Only print is enlarged. All graphics and illustrations are regular size print. Large-print rulers are not provided due to keeping true scale. Students may use a magnifier to enlarge the ruler provided.</b>	<p>Each Large-Print Kit contains the following materials:</p> <ul style="list-style-type: none"> <li>➤ Large-print Test Booklet</li> <li>➤ Large-print Reference Sheet               <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> </li> <li>➤ Reference sheet (regular print)               <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> </li> <li>➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11</li> <li>➤ Rulers</li> </ul>

Accommodated Materials Shipment Box	
Item	Notes
<b>Large Print Kit cont'd</b>	<ul style="list-style-type: none"> <li>• Grade 3 Ruler</li> <li>• Grades 4-6 Ruler</li> <li>• Grades 7 and 8 Ruler</li> </ul> <p>➤ Accommodation Orders Information Memo</p>
<b>Audio CD</b> (for students who require a read-aloud accommodation)	<p>Each CD(s) is packaged in a case and include the following materials.</p> <p>➤ Student Test Booklet (regular print) Grades 3-8, 10 and 11</p> <p>➤ Reference Sheet (regular print)</p> <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> <p>➤ Rulers</p> <ul style="list-style-type: none"> <li>• Grade 3 Ruler</li> <li>• Grades 4-6 Ruler</li> <li>• Grades 7 and 8 Ruler</li> </ul> <p>➤ Accommodation Orders Information Memo</p>
<b>Text Reader</b> (for students in grades 3-8)	<p>Each Text Reader Kit contains the following</p> <p>➤ Grades 3, 4-6 &amp; 7-8 rulers</p> <p>➤ Reference Sheet (regular print)</p> <ul style="list-style-type: none"> <li>• Grades 5, 6, 8, 10, and 11 Writer's Reference Sheet</li> <li>• Grades 7 and 8 Mathematics Reference Sheet</li> </ul> <p>➤ Student Test Booklet (regular print) Grades 3-8</p> <p>➤ Lexiflow User Guide</p> <p>➤ Accommodated Orders Information Memo</p>

## Part 5: Scheduling Test Sessions

### Content Areas Tested

Grade	Reading	Mathematics	Social Studies	Language Mechanics	On-Demand Writing
3	X	X			
4	X	X		X	
5	X	X	X		X
6	X	X		X	X
7	X	X			
8	X	X	X		X
10					X
11					X

For 2017, districts must set a five consecutive day test window for each grade span within the last 14 instructional days of a district's calendar. This assessment must be administered to students in grades 3–8, 10 and 11 during the testing window. Each part of the test should be administered in its entirety and **all students in a grade/school must take each part of the test at the same time.**

The testing schedule should be created so that it includes time for testing breaks and ample staffing coverage to monitor students. Daily before testing, all school personnel must be aware of the testing schedule, including procedures for testing breaks and monitoring students. Testing breaks must not affect the integrity of testing in any way. Under no circumstances will a student be allowed to modify his or her response to a question in a part of the test that is complete, nor will he or she be allowed to work ahead in a part not yet administered.

### Advance Announcement

Testing dates should be made known to parents and students in advance to ensure that students come to school well rested on the days of the test. An announcement of testing dates and a reminder before the first day of testing are suggested.

### Allowed Testing Time

The following charts provide the order of K-PREP testing for each grade and the expected completion times for each part of the test. Each part is a separately timed test session.

These guidelines must be followed unless all students complete a test session early. If all students complete a test session early, return to regular classroom instruction. Extended time is allowed only for students with an approved IEP, 504 Plan or PSP.

### 2017 K-PREP Number of Items and Testing Times

MC=Multiple Choice, SA=Short Answer, ER=Extended Response, Psg=Passages, NoC=No Calculator

3rd Grade	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time
K-PREP	Part A - NRT		30		40	Part A - NRT	30		40
	Part B	2	12	1	60	Part B	28	2	70
	Part C	2	12	1	60	Part C (NoC)	10	1	30

4th Grade	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time	Language Mechanics	#MC	Time
K-PREP	Part A - NRT		30		40	Part A - NRT	30		40	NRT	30	40
	Part B	2	11	1	70	Part B	24	2	80			
	Part C	2	13	1	60	Part C (NoC)	12	1	30			

5th Grade	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time	Social Studies	#MC	Time	ER	Time	On-Demand Writing	#Stand Alone	#Psg Based	Time
K-PREP	Part A - NRT		30		40	Part A - NRT	30		40	Part A - NRT	30	40		40	Part A	1	1	30
	Part B	2	18	1	80	Part B	31	2	75	Part B	22	85	2	85	Part B			
	Part C	3	18	1	70	Part C (NoC)	12	1	30	Part C	22	70	1	70				

6th Grade	Reading	#Psg	#MC	#SA	Time	Mathematics	#MC	#SA	Time	Writing	Language Mechanics #MC	ODW # Stand Alone	ODW # Psg Based	Time
K-PREP	Part A - NRT		30		40	Part A - NRT	30		40	NRT	30			40
	Part B	3	20	1	85	Part B	27	2	80	Part A		1		40
	Part C	2	10	1	55	Part C (NoC)	11	1	30	Part B			1	90

#### Notes:

- Time is designated in minutes.
- Each test must be administered in a separate test session. The test window is 5 days. Content area tests may be divided across one or two days.
- Additional time has been incorporated directly into the time allowed for testing and is reflected in the chart above. Most students will not need to use all the time allowed.
- Only students with the appropriate EP, 504 Plan or PSP are permitted extended time during the test session.

### 2017 K-PREP Number of Items and Testing Times

MC=Multiple Choice, SA=Short Answer, ER=Extended Response, Psg=Passages, NoC=No Calculator

7th Grade	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time	Social Studies	#MC	#SA	#ER	Time	On-Demand Writing	# Stand Alone	# Psg Based	Time
K-PREP	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time	Social Studies	#MC	#SA	#ER	Time	On-Demand Writing	# Stand Alone	# Psg Based	Time
7th	Part A - NRT		30			40	Part A - NRT	30			40	Part A - NRT	30			40	Part A	1		40
	Part B	2	14	1	1	75	Part B	24	2	1	80	Part B	22		2	85	Part B			90
	Part C	4	16	1		70	Part C (NoC)	11	1		30	Part C	22		1	70				
8th Grade	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time	Social Studies	#MC	#SA	#ER	Time	On-Demand Writing	# Stand Alone	# Psg Based	Time
K-PREP	Reading	#Psg	#MC	#SA	#ER	Time	Mathematics	#MC	#SA	#ER	Time	Social Studies	#MC	#SA	#ER	Time	On-Demand Writing	# Stand Alone	# Psg Based	Time
8th	Part A - NRT		30			40	Part A - NRT	30			40	Part A - NRT	30			40	Part A	1		40
	Part B	3	18	1	1	85	Part B	32	2	1	85	Part B	22		2	85	Part B			90
	Part C	2	12	1		60	Part C (NoC)	9	1		30	Part C	22		1	70				
10th Grade	On-Demand Writing	# Stand Alone	#Psg Based	Time																
K-PREP	On-Demand Writing	# Stand Alone	#Psg Based	Time																
10th	Part A	1		40																
	Part B		1	90																
11th Grade	On-Demand Writing	# Stand Alone	#Psg Based	Time																
K-PREP	On-Demand Writing	# Stand Alone	#Psg Based	Time																
11th	Part A	1		40																
	Part B		1	90																

#### NOTES:

- Time is designated in minutes.
- Each test part must be administered in a separate test session. The test window is 5 days. Content area tests may be divided across one or two days.
- Additional time has been incorporated directly into the time allowed for testing and is reflected in the chart above. Most students will not need to use all the time allowed.
- Only students with the appropriate IEP, 504 Plan or PSP are permitted extended time during the test session.

## **Breaks**

Test administrators must stop at the end of each part of the tested content area for a break. Breaks may be short (i.e., stand and stretch) or long (i.e., lunch) with appropriate monitoring. Breaks are necessary due to test norming.

## **Testing Window Extensions**

The K-PREP must be administered during the testing window. No testing window extensions or modifications will be granted, except in cases of natural disaster or extraordinary circumstances beyond the control of the school/district. All test extensions must be approved by KDE. To inquire about a test extension contact KDE at (502) 564-4394 for approval. KDE will then inform Pearson.

## **Makeup Tests**

Test administrators should be advised to keep a list of students who are absent during the regularly scheduled testing so that makeup sessions can be scheduled. Each BAC should schedule makeup testing sessions for students who are absent during the initial testing.

Makeup testing is allowed during the five-day test window as well as, four additional days after testing has been completed may be used for makeup testing while test materials are prepared for shipping.



# Part 6: District Assessment Coordinator Instructions

## Responsibilities of DACs

### DAC—Responsibility Checklist

- Serve as the point of contact with Pearson regarding issues with test materials (e.g., additional materials orders).
- Be available to answer questions from BACs as necessary.
- Oversee the SDRR application for student rosters and data review.
- Establish safety/security procedures for testing.

### DAC—Before Testing Checklist

- Use the DAC Box 1 (white box) Pallet Detail and Packing Lists to verify receipt of all boxes in the test material shipment.
- Inventory district materials. Keep original shipping boxes.
- Read this manual in its entirety.
- Protect the security of the tests by carefully following all handling instructions provided in the shipment, and by reviewing Part 1: K-PREP Test Security Requirements and Responsibilities.
- Distribute test materials to schools according to the included instructions.
- Become familiar with the responsibilities of the BACs and the test administrators as described in this manual and in the grade-specific *TAMs*.
- Confirm that BACs have school-level account access for PearsonAccess. Create new accounts for BACs as needed, and delete accounts for BACs that are no longer with the district.
- Schedule a meeting with the BACs to review procedures for handling test materials, and answer any questions they may ask.
- Provide any district-specific instructions and/or procedures that are not covered in this manual (such as handling disposal of scratch paper).
- Train all test administrators and those assisting with accommodations in the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070).

### DAC—During Testing Checklist

- Distribute district test materials as needed using the *District Overage Test Materials Security Checklist* to document distribution. Each school receiving district-assigned test

materials is responsible for returning the materials with their school's test materials. Keep original shipping boxes.

- Place additional orders as needed using PearsonAccess. Use test materials from the district overage before ordering additional orders.
- Verify the completion of all SRBs with bubbled room location codes, selected accommodated materials and signed student honor codes.
- If testing irregularities occur, contact KDE immediately.

### **DAC—After Testing Checklist**

Follow and complete all after-testing procedures, as needed in this section. The following topics are addressed:

- Instructions for using the red (scorable) and blue (nonscorable) labels
- Instructions on where to apply the scorable and nonscorable white return shipping UPS labels
- District overage test materials shipment
- Instructions for after materials have been properly prepared and packed

## **DAC—Before Testing Procedures**

### **Distributing Materials and Training BACs**

Test materials are packaged by school and shipped to the attention of the DAC at the district office. Each school's boxes are clearly labeled. As a DAC, it is your responsibility to determine when and how to distribute materials to schools, but security of the test booklets must be maintained at all times.

Test materials should be distributed to all BACs within a reasonable time frame so that they may inventory materials in a timely manner. Test materials should be available to staff as needed, and the security of the test booklets must be properly maintained.

DAC Administration Materials Box(es)		
Item		Notes
Coordinator Kit	Paper Bands	Packs of five. For bundling groups of SRBs for return to Pearson.
	<i>Instructional Memo</i>	Informational memos for Check-In List for Materials, Important Dates Sheet, and Collection and Return of Test Materials.
	Pre-printed School ID Header	Used for informing Pearson of the number of SRBs being returned for each school and grade.
	<i>DAC/BAC Manual</i>	This manual contains information about receiving, using and returning test materials. Additional copies may be made at the school/district or downloaded from KDE's website, <a href="http://www.education.ky.gov">www.education.ky.gov</a> .
	Red Return Labels	Used for returning scorable SRBs.
	Blue Return Labels	Used for returning all nonscorable test booklets and accommodated materials.
	White UPS Return Labels	Provided for each box to be returned from the school and the district. The DAC must affix these labels to the top of the nonscorable and scorable boxes before returning the materials to Pearson. <b>There are 2 separate types of labels--scorable ships via UPS Next Day Air and nonscorable ships via Ground.</b>
Pallet Detail		Used for DAC upon receipt of test materials. It indicates the school number, school name and number of boxes for each school. The Pallet Detail List is located in the district box #1 (white box).
<i>District Overage Packing List</i>		Use this list to inventory the district test materials. Keep the enclosed copy for your records.
<i>District Overage Test Materials Security Checklist</i>		Use this to inventory secure test materials.
School Packing Lists		This is a second copy of the list received in the boxes for the school(s).
<i>School Test Materials Security Checklist</i>		This is a second copy of the list received in the boxes for the school(s).
Overage Materials: Student Test Booklets and Student Response Booklets		Test materials that can be distributed as additional test materials to the schools within your district as needed. See the sample <i>District Overage Packing List</i> in Appendix A: Forms for a more detailed list of materials received in packs.
Grade Specific Test Administrator's Manual		The district will receive two TAMs per grade.

## DAC—Before and During Testing Procedures

### District Test Materials

Each district will receive an allocation of test materials for school use if a shortage of materials occurs in a school within the district (including any alternative programs) during the testing window. This shipment will arrive in the white box(es) labeled for the DAC. In case of a shortage, DACs may request additional test materials via PearsonAccess [www.PearsonAccess.com/ky](http://www.PearsonAccess.com/ky). The section below will provide details on how to request more materials.

Find and review the *District Overage Test Materials Security Checklist* and verify the accuracy of the listed security barcode number sequence. Record any discrepancies on the *District Overage Test Materials Security Checklist*. If there are any discrepancies between the *District Packing List* and the secure test materials received, record them on the *District Test Materials Security Checklist* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”

When unpacking the district materials, check the quantity received for both test materials and return shipping materials.

### Providing District Test Materials to Schools Without Original Grade Shipments

If you provide testing materials to a school for a grade that previously did not have an enrollment; and therefore, did not receive materials (e.g., an alternative program), place an additional order via PearsonAccess, [www.PearsonAccess.com/ky](http://www.PearsonAccess.com/ky), as soon as possible so that the school receives the proper testing and return shipping materials.

District-level materials are intended for use during the testing window as needed to ensure that all students are tested at the scheduled times. If a shortage is identified prior to the first day of testing, you should order additional materials by school from PearsonAccess. Instructions on how to order Additional Orders is in the *Kentucky PearsonAccess User's Guide* under the *Support* tab on the PearsonAccess website [www.PearsonAccess.com/ky](http://www.PearsonAccess.com/ky).

Depending on the district's shipment option, additional test materials can be requested, depending on the district's shipment option, March 27–June 7 and return materials can be ordered March 27–June 15.

If materials are provided to a school from the district overage, these materials **are to be** returned with that school's return shipment and noted on the *School Test Material Security Checklist*. **Do not share test materials from one school to another (even if the schools are within the same district), as all test materials are assigned to individual schools. Such an exchange may result in a discrepancy when materials are returned.**

### Order Process

When placing an order for additional materials the DAC must submit an Additional Order via PearsonAccess; orders must be submitted and **approved by 1:30 p.m. ET** to be considered same-day business. After the materials are shipped, the DAC will receive an automatic e-mail from [kyhelp@support.pearson.com](mailto:kyhelp@support.pearson.com) with the tracking number of their shipment and a link to track materials. The DAC has the capability on PearsonAccess to have the additional materials

shipped directly to the schools. Step by step instructions are in the *PearsonAccess Kentucky User's Guide* under the *Support* tab on the PearsonAccess website [www.PearsonAccess.com/ky](http://www.PearsonAccess.com/ky).

Please order additional materials by the following dates:

- **June 7** — if a BAC needs additional **test materials** or if a BAC reports a discrepancy between the quantities of materials indicated on the School Packing List and the quantity received.
- **June 15** — if you need additional **return shipment materials** for a school (e.g., boxes, red and/or blue return labels or white UPS return shipping labels).

### **Accommodated Materials Orders**

Accommodated materials include the following:

- Braille
- Large-Print
- Audio CD
- Text Reader (PC, Mac, Chromebooks, and iPad)

Accommodated materials were ordered by the DAC during the enrollment window. It is the responsibility of the BAC to inform the DAC of the updates.

## **DAC—After Testing Procedures**

When testing is complete, the BACs must collect and inventory all test materials (including test booklets and SRBs) received from test administrators. All school materials should be returned to the DAC **no later than the last day of the district's (elementary, middle, high) testing window**.

All materials from the schools should be boxed and labeled (red scorable and blue nonscorable) when they are returned to the DAC after testing.

### **Scheduling a Pick Up With UPS**

Districts have seven **calendar** days after the testing window ends to have all scorable materials ready for pick up and nine **calendar** days for nonscorable materials. **Calendar days include holidays and weekends**. The scorable materials will be shipped UPS Next Day Air and nonscorable materials are shipped UPS Ground. Only one pickup per district for each. If both the scorable and nonscorable materials are ready for shipment prior to the seven calendar days after the five-day testing window ends (This does not include the four makeup days), they can be returned at the same time.

The pickup is after the close of the last window for the district. DACs are to call UPS at (800) 823-7459 to schedule all pickups (both scorable and nonscorable) using Pearson's "Return Service." Provide the UPS representative with the following information:

- Account number from bottom of the return label
- Physical location where packages are to be picked up
- Estimated number of packages that will be available for pick up

Pickups should be scheduled 24 to 48 hours in advance, based on the district's testing window. There may be time constraints for specific pickups based on location. When the pickup is confirmed, the school/district will receive a confirmation number from UPS to reference if questions arise or changes occur.

Before returning materials to Pearson, please verify the following:

- All student information in IC and SDRR, including all biographic and demographic information, has been verified and updated.
- All boxes containing test booklets (used and unused) and scorable SRBs (used) have been returned from each school.

### Instructions for Using the Red and Blue Labels

All materials returned from the BAC to the district office should have red (scorable) labels and blue (nonscorable) labels on the boxes and be numbered sequentially (1 of x, 2 of x, etc.) for the school. Once the DAC receives all school boxes in the district, the boxes should be marked as follows and UPS labels affixed to the boxes:

- The boxes returned to the DAC by the BACs are to be numbered “(\_\_\_\_ of \_\_\_\_)” below the school name on both the scorable and nonscorable boxes.
- Upon receipt of all boxes from the BACs, the DAC must separate the boxes by label color and mark the box count below the district name “(\_\_\_\_ of \_\_\_\_)” accordingly.

### Scorable Shipment

The original shipping box(es) **pre-labeled** with red (scorable) return labels from the BACs for return of scorable test materials for each school must contain:

- Used SRBs for all grades.
- **The UPS labels for the scorable materials have “UPS NEXT DAY AIR” (sample on page 46) on the label. Do not put nonscorable labels on your scorable materials as this will delay the return of your test materials.**

### Nonscorable Shipment

The original shipping box(es) pre-labeled for return of nonscorable materials should contain:

- All **used and unused** nonscorable secure test booklets, including Braille and large-print test booklets, audio CDs. Note: There is nothing to return with the use of text reader.
- **The UPS labels for the nonscorable materials have “UPS GROUND” (sample on page 47). Do not put scorable labels on your nonscorable materials.**

### Unused District Overage Secure Test Materials Shipment

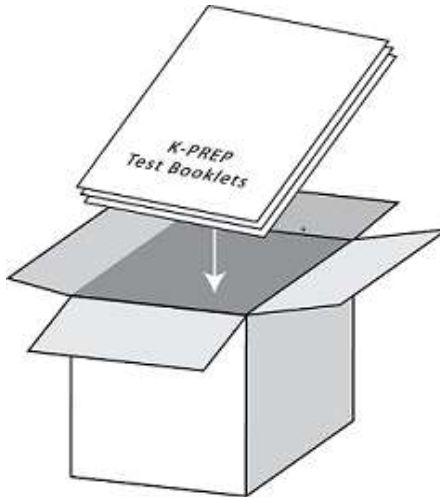
- Ensure that all **unused** district-assigned secure test materials are packed in the original shipping box(es) in which the DAC shipment was received. The unused district overage will be shipped back in the nonscorable boxes. A diagram for packaging district overage is on the following page.

## Packing the District Overage Unused Nonscorable Secure Test Materials

- All nonscorables should be placed in the shipping boxes provided by Pearson.
- Attach a blue return label to each box. The return label has “NONSCORABLE MATERIALS” printed on it to indicate that the box(es) contain(s) nonscorable secure test materials. It should be affixed so that it covers the original shipping label on the box. Make sure the correct label is used.
- The number of boxes being returned (e.g., Box 1 of 4) for the district must be written on the return label of each box below the district name.
- Once all boxes are received from the BACs, number according to instructions above and return all boxes to Pearson.

## Diagram for Packing Unused District Overage Nonscorable Secure Test Materials

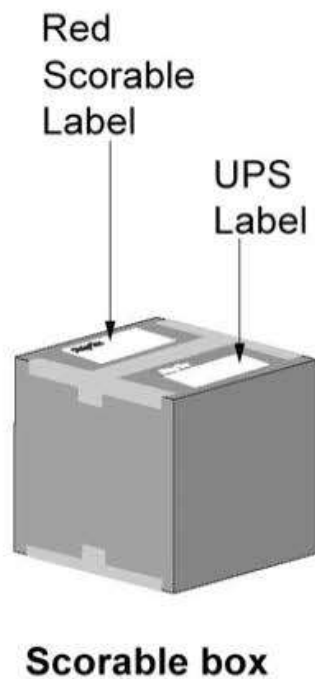
1. Place all unused test booklets in the box.
2. Once all boxes are returned to the district, mark boxes accordingly.



**Note:** You should not have any used district materials in this box. Any used district overage secure test materials must be returned by the school that used them in the school return shipment and accounted for on the school test materials packing list.

Once all the materials have been properly prepared and packed:

- Seal the boxes.
- Apply the white UPS return shipping labels to both the **scorable** and **nonscorable** shipping **boxes over the original shipping address labels as shown on the next page**. Apply the UPS labels below the scorable labeled and/or nonscorable labeled boxes. Suggestion: For tracking purposes, peel off the bottom portion of the UPS label at the perforation. These label tabs can be placed on a sheet of paper for a record of what school and box number the label was used.
- Destroy any remaining unused UPS return shipping labels or unused shipping boxes.



(800) 437-1430  
2017 K-PREP SPRING SCORABLE  
9200 EARHART LANE SW  
CEDAR RAPIDS IA 52404

7 LBS 1 OF 1  
**RS**

SHIP 2017 K-PREP SPRING SCORABLE  
TO: (800) 437-1430  
PEARSON  
9200 EARHART LANE SW  
CEDAR RAPIDS IA 52404

**E**

IA 524 0-10

**UPS NEXT DAY AIR**  
TRACKING #: 1Z 1Y3 95W 84 0679 8940 **1**

BILLING: P/P  
DESC: DOCUMENTS  
RETURN SERVICE  
REF1: 771023

**SEQ NO: 00000**

2017 K-PREP Spring SCORABLE

CW/L 13.3 24M + 81.5V 10/2016

TRACKING NUMBER: 1Z1Y395W8406798940

For scorable material pickup call UPS at 800.823.7459

2017 K-PREP Spring SCORABLE



(800) 437-1430 17 LBS 1 OF 1  
 2017 K-PREP SPRING NONSCORABLE RS  
 7405 IRISH DR SW  
 CEDAR RAPIDS IA 52404

SHIP 2017 K-PREP SPRING NONSCORABLE  
 TO: (800) 437-1430  
 PEARSON  
 7405 IRISH DR SW  
 CEDAR RAPIDS IA 52404

IR

IA 524 0-10

UPS GROUND  
 TRACKING #: 1Z 1Y3 623 90 1398 6669

SEQ NO: 00000

BILLING: P/P  
 DESC: DOCUMENTS  
 RETURN SERVICE  
 REF1: 771023

2017 K-PREP Spring NONSCORABLE

CHW 12.3 24M + 81.5W 10/2015

TRACKING NUMBER: 1Z1Y36239013986669

For nonscorable material pickup call UPS at 800.623.7459

2017 K-PREP Spring NONSCORABLE

### Instructions for After Materials Have Been Properly Prepared and Packed

- Keep all tracking label tabs in a secure place for future reference.
- Destroy any remaining unused UPS return shipping labels or original shipping boxes.
- Store all boxes in a secure location until pickup.

### DAC Certification of Proper Test Administration

This form is to be completed by the DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and send a copy of the DAC Certification to KDE. Details and timelines will be announced in a DAC Monday e-mail.

# Part 7: Building Assessment Coordinator Instructions

## Responsibilities of BACs

### BAC Responsibility Checklist

- Update student data in IC, including incorrect information from pre-printed SRBs. For students with new SRBs the serial number may be annotated in SDRR.
- Be available to answer questions from test administrators/DAC.
- Communicate questions/issues (including testing irregularities) to the DAC.
- Establish procedures for safety/security throughout testing.

### BAC—Before Testing

- Inventory test materials from the DAC.
- Submit additional materials orders to the DAC, if needed.
- Read this manual in its entirety.
- Protect the security of the tests by carefully following all handling instructions provided in the test shipment and by reviewing Part 1: K-PREP Security Requirements and Responsibilities.
- Become familiar with the test administrator's responsibilities as described in this manual and the *TAM*.
- Conduct training on the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070) for all test administrators prior to test administration.
- Train all individuals involved with any component of the assessment.
- Schedule testing sessions.
- Distribute test materials to test administrators on the first day of testing.

### BAC—During Testing

- Schedule makeup test sessions as needed.
- Request non-participations in SDRR.
- If testing irregularities occur, contact the DAC and KDE immediately.

**BAC—After Testing Checklist**

Follow and complete the After Testing Procedures within this section. The following topics are addressed:

- Collection and return of test materials
- Identifying return test materials
- Packing the used scorable test materials
- Packing nonscorable test materials

**BAC—Before Testing Procedures****Receiving Test Materials**

Upon receipt of test materials, the BAC should follow these steps to prepare for test administration and maintain the security of the state assessments.

- Open boxes as soon as possible in order to allow sufficient time for inventory.
- Locate the *Coordinator Kit* in Box 1 of the test materials shipment.
- Review the *School Packing List* in Box 1 and verify receipt of all test materials. If there are any discrepancies of secure test materials received, record them on the *School Packing List* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”
- Find and review the *School Test Materials Security Checklist* and verify the accuracy of the listed security barcode number sequence. If there are any discrepancies of the secure test materials received, record them on the *School Test Materials Security Checklist* and immediately fax a copy to Pearson at (319) 339-6525, “Attention Kentucky Coordinator.”
- Organize test materials and place them in a locked, secure location until distributed for testing. Non-secure test materials, such as *TAMs*, must be distributed to test administrators early in order to allow them sufficient time to prepare for test administration.
- Save the boxes in which the test materials arrived. Use them to return **all** test materials to **the DAC**.
- Review student rosters for accuracy in SDRR.

## Test Materials Shipment

This section provides a detailed inventory of the K-PREP materials shipment.

Test Materials		Description
<i>Coordinator Kit</i>	Paper Bands	Packs of five. For bundling groups of SRBs for return to Pearson.
	Informational Memo	Informational memos for Check-In List for Materials, Important Dates Sheet, and Collection and Return of Test Materials.
	Pre-printed School ID Headers	Used for informing Pearson of the number of SRBs being returned for each school and grade.
	Student Pre-ID Listing	All students with a pre-printed SRB, testing at the school.
	<i>DAC/BAC Manual</i>	This manual, which contains information about receiving, using and returning test materials.
	Red Return Labels	Used for returning used scorable SRBs.
	Blue Return Labels	Used for returning nonscorable test materials.
	School Packing List	A summary of the test materials in the shipment from Pearson.
	<i>School Test Materials Security Checklist</i>	Used for verifying the accuracy of the security barcode number sequences of the test materials and recording any discrepancies.
Student Response Booklets		Answer documents.
Student Test Booklets		Secure student test booklets containing test passages and questions.

**Note:** Grade-specific *TAMs* are not included in the Coordinator Kit for spring testing; these will be packed separately.

## Distributing Materials and Training Test Administrators

As a BAC, you must:

- Be familiar with the responsibilities of test administrators described in this manual and in the *TAM*.
- Schedule a meeting with the test administrators to distribute materials, review procedures for handling test materials, and answer any questions.
- Schedule test sessions (see “Part 5: Scheduling Test Sessions” on page 35 of this manual).

**Note:** When unpacking all materials, verify that you have received appropriate return materials in addition to testing materials.

### On-Demand Writing Pre-Write Section

Scratch paper is not allowed for students taking the on-demand writing test. Instead, a pre-write section is included in the test booklet. Students may use this section for pre-writing and planning activities such as taking notes and outlining. Notes written in this section will not be scored.

### Test Booklets/Student Response Booklets

Test booklets and blank SRBs are delivered in shrink-wrapped packs of five for both the SRBs and test booklets. Pre-printed SRBs are shrink-wrapped according to grade. **Prepare all materials for individual classrooms prior to the onset of testing, always maintaining security of the test materials.**

### School Test Materials Security Checklist

Use the *School Test Materials Security Checklist* to document the transfer of test booklets until they are returned to the DAC. Retain the checklists until the conclusion of testing for future reference regarding the distribution of test materials. Be sure that there is a secure location for storing test materials when they are not in use by students. The DAC must keep these checklists on file for 12 months.

## BAC—Before and During Testing Procedures

### Additional Orders of Test Materials

It is important that every testing site have the correct test materials for each student who should be tested. If the initial shipment of test materials does not include everything students will need at testing time, the BAC should contact the DAC. The DAC will either distribute additional materials from the district overage or order materials from Pearson during the additional orders window. **Only the DAC can order additional test materials.**

### Additional Materials

Contact the DAC for additional materials by the following deadlines:

- **June 7**—additional test materials
- **June 15**—additional return shipment materials (i.e., boxes, red and/or blue return labels or white UPS return shipping labels)

**Note:** Do not share secure test materials with other schools or districts, as this could result in a discrepancy.

## Important Procedures

Important procedures to emphasize are listed below:

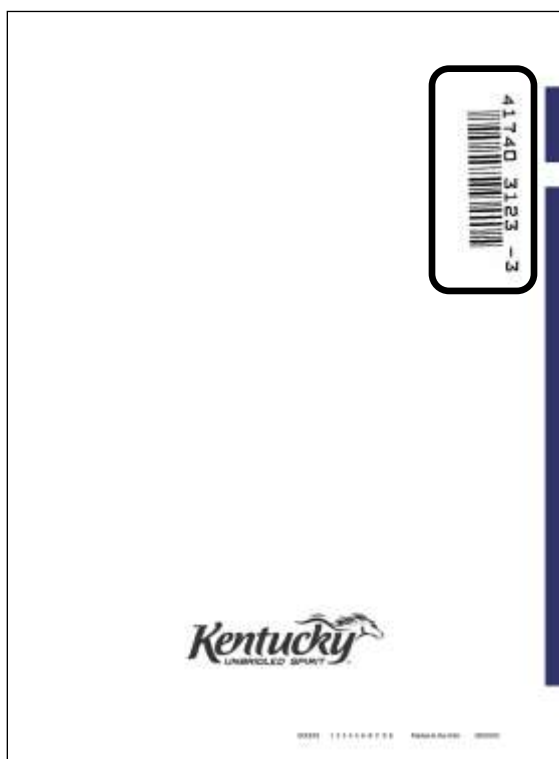
- Test booklet security barcode numbers are listed on both the *School Packing List* and the *School Test Materials Security Checklist*. Use the *School Test Materials Security Checklist* to monitor secure test books being distributed and returned by the testing administrators.
- Remind all test administrators that test booklets are secure and may not be duplicated in any way. Test administrators must account for all test materials from the time they receive them until they are returned.

As a BAC, determine when and how to distribute the materials to test administrators on the first day of the school's testing window. Security of the test booklets must be maintained at all times.

During testing it is important to monitor testing activities and be available to answer questions from test administrators.

### **Test Booklet Security Barcode Number**

As illustrated in the following figure, each test booklet has a unique barcode, also known as a security barcode number, located in the upper right corner of the back cover of the test booklet. Using this barcode, test booklets are assigned to specific schools. This provides an accurate means of tracking secure test booklets that are shipped to and returned from schools.



## Pre-Printed Student Response Booklet

All students included in IC will have a pre-printed SRB for testing. If the student's pre-printed SRB has incorrect demographic information, the pre-printed booklet will need to be marked "VOID" across the front in black marker. A new blank SRB with the demographic information gridded must be provided. Gridding instructions are in the script portion of each of the grade level TAM. Return the "voided" SRB to the BAC to be securely destroyed.

Kentucky Performance Rating for Educational Progress  
KPREP  
Student Response Booklet  
Grade 5  
Spring 2017

1. STUDENT INFORMATION

Student Name (Print SRB)

SSID

2. DEMOGRAPHIC DATA

SEX	DATE OF BIRTH	GRADE
MALE	MM/DD/YY	5
FEMALE	MM/DD/YY	5

3. ANSWERS

4. SERIAL #

5. VOID

6. DISTRICT/SCHOOL CODE

7. SSID

8. DATE OF BIRTH

9. GENDER

10. CODE

11. SERIAL #

Pre-printed student demographic information is located in this area of the SRB.

## Pre-Printed Demographic Information

Below is how the demographic information will look on the pre-printed student response booklet.

LASTNAME, FIRSTNAME Q  
SCHOOL NAME  
DISTRICT NAME

9999999999

MM/DD/YYYY

GENDER: X

CODE: 999999

SSID

Date of Birth

District/School Code

## Serial Number

This unique seven-digit number is used to track a student to a SRB in SDRR. The serial number is located on the front page of the SRB in the lower right corner. This number may be entered in SDRR for newly enrolled students, students missing a pre-printed SRB or if a new SRB is used to replace one that has been damaged.

**Room Location Codes**

Room location codes should be bubbled on the SRB indicating the room where each student took the content area of the test. For locations without a room number (e.g., library) the BAC will assign a room number and maintain the list.

**Seating Charts**

Seating charts, for both groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Examples are provided on KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and in Appendix A of this manual.

**Student Honor Code**

A student honor code has been printed on the back page of the SRB. This process is one of the critical pieces of test security that was added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators are to read aloud the student honor code and have students sign the honor code prior to the onset of testing. If the student refuses to sign the honor code, testing should move forward.

**K-PREP Student Honor Code**

I understand the answers on this test must be my own work.  
Receiving test questions or answers from others is cheating. Giving  
test questions or answers to others is cheating. If I cheat before,  
during, or after the test, my school may discipline me and my test  
may not be scored.

---

Student Signature

**New Students to District**

New students to the district will need to receive a blank SRB. The demographic portion of the document must be completed before testing. Gridding instructions are in the script portion of each of the grade level *TAMs*.



## Void Student Response Booklets

When a SRB needs to be voided for any reason, “VOID” must be written across the front of the SRB with a black marker. Once testing is complete, all voided SRBs are to be returned to the BAC or DAC to be securely destroyed.

Examples of reasons a booklet would be voided include:

- Damaged by food
- Damaged by water
- Booklets that have torn pages
- SRBs damaged by student during testing, i.e., answering in wrong part of the test
- Incorrect demographics on SRB
- SRBs for students with an approved non-participation request

## Damaged Test Materials

### Secure Student Test Booklets

If a student **test booklet** has been damaged by bodily fluids (e.g., a nosebleed), contact Pearson so the service center may properly document necessary data prior to destruction of the materials in accordance with OSHA rules. Provide information to the BAC as to why the test booklet was destroyed. The BAC will note this on the *School Test Materials Security Checklist*.

If secure test materials are damaged, school personnel must contact the BAC prior to the BAC or DAC contacting Pearson Kentucky Customer Service Center at (888) 437-1430 **PRIOR** to destroying the materials.

- Report the type of test material (grade) damaged, the security barcode number from the upper right corner on the back cover of the test booklet, and the school in which the test booklet was assigned.
- In accordance with OSHA rules, do **NOT** return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

### Student Response Booklets

If the scorable **SRB** was damaged after the student began testing, the student’s responses must be transcribed into a new SRB by trained school personnel. Make sure that once the student’s responses are transcribed, the damaged booklet has “VOID” marked across it in black marker and it is returned to the BAC to be securely destroyed. **There is no need to call Pearson to report a damaged SRB.**

- If SRBs are damaged, school personnel must contact their BAC or DAC **PRIOR** to destroying the materials. The BAC or DAC will keep a record at the district with the following information: student’s name, serial number from the front of the damaged SRB and reason for destroying.
- The materials must be securely destroyed and the serial number from the new SRB may be annotated in SDRR as a written record.
- In accordance with OSHA rules, do NOT return test materials damaged by bodily fluids; they will not be processed or scored. These materials must be securely destroyed.

## Accommodated Materials Requests

Accommodated materials are ordered by DACs on PearsonAccess. All accommodated materials are included with the original test materials shipment. If a school has additional students that need either Braille, large-print, audio or text reader accommodated materials, these can be ordered by DACs via PearsonAccess, Additional Orders.

## Schools Without Original Grade Shipments

If you need materials for a grade (in any alternative program) that previously did not have an enrollment and therefore did not receive materials, please contact the DAC as soon as possible. New grade-level orders must be processed so that the school receives the proper testing and return shipping materials.

## BAC—After Testing Procedures

### Collection and Return of Test Materials

After the tests are administered, the BAC is responsible for collecting, packing and returning test materials to the DAC.

### Identifying Return Test Materials

The *Coordinator Kit* is found in Box 1 of the test materials. This kit contains the Kentucky Informational Memo for returning used SRBs, secure test materials and instructions for using the red and blue return labels for returning test materials to the DAC.

All used SRBs and secure test booklets must be returned to the DAC immediately after testing. Items that must be returned include the following:

- **Used SRBs**
- **All** used and unused secure test booklets (see the diagrams for packing order on the following pages)

Items that should not be returned:

- **Unused and voided SRBs (must be securely destroyed)**
- Scratch paper—lined or graph paper (**must be securely destroyed**)
- *DAC/BAC Manual for Kentucky Performance Rating for Educational Progress*
- *School Test Materials Security Checklist* (keep a copy on file at the school and send the original copy to the DAC to keep on file for 12 months)
- *TAMs*
- Unused School ID Headers
- Extra paper bands
- Reference sheets
- Rulers

### Secure Test Booklet

A secure test booklet should be returned for every student (even if a non-participant from the spring 2017 K-PREP), except students participating in the Alternate K-PREP. Be certain that each booklet is properly marked and is free of rough drafts and scratch paper.

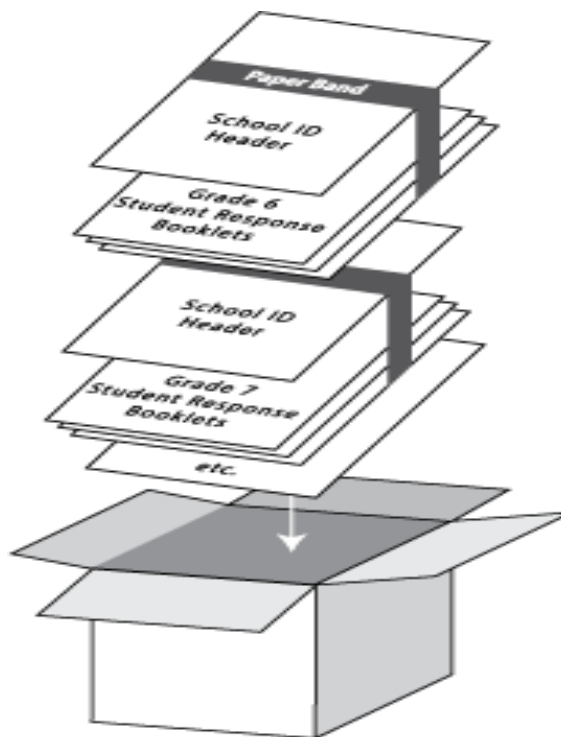
## Packing the Used Student Response Booklets (Scorable)

### Packing Scorable Materials From an Individual School and Returning Used Student Response Booklets

- Arrange all used SRBs by grade. **All unused pre-printed, blank and VOID SRBs are to be securely destroyed.**
- Place a pre-printed *School ID Header* on top of each grade. If necessary, complete the sheet with district/school numbers, grade and number of completed response booklets being returned. If more than one paper band is needed, do not use a *School ID Header* on the additional stacks. Instead, mark the paper bands with name of school and grade. Example: if three stacks are needed, mark the bands “1 of 3,” “2 of 3” and “3 of 3,” and write the name of the school and grade.
- Place all used SRBs by grade in the shipping box(es) provided by Pearson.
- Attach a red return label to each box of the SRBs. Make sure the correct label is attached.
- If testing irregularities occur, contact the DAC and/or KDE immediately.

### Diagram for Packing Used Student Response Booklets

1. Place all **used** SRBs in stacks by grade.
2. Place a School ID Header on top of each stack of tests and band together with a paper band.
3. Place bundled SRBs in boxes and label the boxes with red scorable labels. Multiple grades can be placed in one box, as illustrated below.
4. Return all completed used SRBs to the DAC immediately after the testing window. The UPS pickup dates will be determined by the district's testing window.



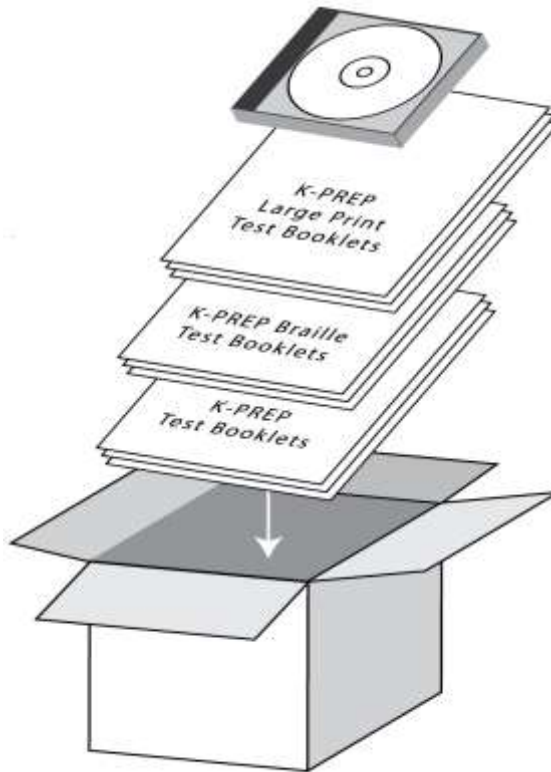
## Packing the Nonscorable Test Materials

### Packing the Used and Unused Nonscorable Test Materials

- **All** nonscorable secure test booklets and accommodated materials should be placed in the shipping boxes provided by Pearson. Note: There is nothing to be returned with the use of the text reader accommodation.
- Attach a blue return label to each box. The return label has “Nonscorable Materials” printed on it to indicate that the box(es) contain(s) nonscorable test materials. It should be affixed so that it covers the original label on the shipping box. Make sure the correct label is used.
- The number of boxes being returned (e.g., Box 1 of 4) for the school must be written on the return label of each box below the school name.
- Make a copy of the *School Test Materials Security Checklist* for school records and send the original to the DAC for the district files; do **not** return to Pearson.
- Return all boxes to the DAC for shipment to Pearson.

### Diagram for Packing Nonscorable Secure Test Materials

1. Place all **used and unused** secure test booklets and accommodation materials in the box. Remember that there is nothing to return with the use of text reader.
2. Return all nonscorable secure test materials to the DAC immediately following testing.



### **BAC Certification of Proper Test Administration**

This form is to be completed by the BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

# Appendix A: Forms

## Form Descriptions

### Appropriate Assessment Practices Certification Form

The Appropriate Assessment Practices Certification Form is included at the back of every *TAM*. This form should be read and signed by each test administrator and kept on file by the BAC and/or the DAC. **A paper copy should be retained in the district office.**

### HIPAA Form

This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment or health care operations. This form should accompany each *Medical Non-Participation Form* submitted to a physician. The form should be adapted to meet the needs of a particular situation and a particular physician's practice. Releases in which the form will be needed are discussed in the Kentucky Medical Association (KMA) HIPAA material regarding authorizations. The HIPAA Form is included in this Appendix and can be found on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). **The paper copy should be retained in the district office.**

### Medical Non-Participation Instructions:

#### Guidelines for Completion of Medical Non-Participation Forms

It is the intent of the Kentucky General Assembly that all students participate in the assessment and accountability components of KRS 158.645–KRS 158.6455.

The few exceptions currently allowed include those few students who cannot complete either the regular or alternate assessment components even with allowable accommodations, because of medical or mental health conditions.

It is important to note that a student's handicapping condition cannot be used as the justification for a medical non-participation. Because these children must be educated with the handicapping condition, they must also be assessed with the condition using appropriate accommodations. Homebound testing schedules do not require testing sessions for the entire school day. In most cases, sessions are spread over the testing window and vary by grade level.

If an accountable school feels that participation in the state-required assessment would be detrimental to a student's physical, mental or emotional well-being, the DAC or BAC must complete the Medical Non-Participation Form and obtain signatures from a physician and the student's parent/guardian. The information provided should reflect the situation just prior to or during the testing window.

Examples of the types of medical conditions that are readily approved by KDE include the following:

- A student is seriously injured in an accident just prior to or during the testing window.

- A student is confined to home or hospital with an acute situation, not a long-term home/hospital instruction situation.
- A student is unable to interact with people without serious risk of infection or contamination to others.
- A student is pregnant with complications that endanger health of mother or child or has delivered just prior to or during the testing window.
- A student has a documented mental health crisis that makes him or her dangerous to self and/or others.

**The information from this non-participation form should be entered into SDRR. The paper copy should be retained in the district office.** The Medical Non-Participation Form can be found in this Appendix and on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). The SRB for the student should be securely destroyed after approval.

### **Extraordinary Circumstance Non-Participation Form**

The Extraordinary Circumstance Non-Participation Form should be used for students who should not be tested for reasons other than a medical non-participation. Document the details in SDRR. The form can be found in this Appendix and on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). The completed paper copy should be retained in the district office.

### **Medical Emergency Form**

Some medical emergencies that occur during testing can be addressed by using accommodations in a school, classroom or homebound setting. For example, a student with a broken arm can have a scribe to record answers to the test questions.

Approval from KDE is not necessary for providing the needed accommodations. The completed form should be kept on file in the district. Annotate the student's SDRR record. The Medical Emergency Form can be found in this Appendix and on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

### **Nondisclosure Agreement Form**

The Nondisclosure Agreement Form sets the conditions for accessing secure testing materials. It is available online on KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and in this Appendix.

### **District Overage Packing List**

The District Overage Packing List is used to inventory test materials. It provides the total number of test materials shipped to the district.

### **District Overage Test Materials Security Checklist**

The *District Overage Test Materials Security Checklist* is used to track test booklets within each district. To use the *District Overage Test Materials Security Checklist*, fill out the number of booklets given to each test administrator. Have each test administrator provide his or her name and signature, and record the dates taken and returned for all sets of materials used within the school.

**Note:** Do not return this sheet to Pearson. Please keep this completed sheet for district records in case a discrepancy arises.

**Pallet Detail List**

The Pallet Detail List is used by the DAC upon receipt of test materials. The list will indicate the school number, school name and number of boxes for each school. The Pallet Detail List is located in the district box #1 (white box).

**School Packing List**

The School Packing List is used to inventory test materials. It provides the total number of materials shipped to your school.

**Note:** Do not return the District Overage Packing List, Pallet Detail List or the School Packing List to Pearson. Please keep the completed forms for district and school records in case a discrepancy arises.

**School Test Materials Security Checklist**

The *School Test Materials Security Checklist* is used to track test booklets within each school. To use the *School Test Materials Security Checklist*, fill out the number of booklets given to each test administrator. Have each test administrator provide his or her name and signature, and record the dates taken and returned for all sets of materials used within the school.

**Note:** Do not return this sheet to Pearson. Please keep this completed sheet for school records in case a discrepancy arises.

**K-PREP Rulers**

Three rulers will be used during the Mathematics testing for grades 3–8. The specific grades for each ruler are listed below. The rulers will be shrink-wrapped with the test booklets.

Rulers (provided by Pearson)

- 1/4-inch and centimeter increments in grade 3
- 1/8-inch and centimeter increments in grades 4–6
- 1/16-inch and centimeter increments in grades 7 and 8

**School ID Header**

When packaging test materials for return to Pearson, School ID Headers must be placed on top of each stack of materials before binding them together with a paper band. School ID Headers are used to identify test materials by school and grade.

**Seating Charts**

Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Seating charts are available on KDE's website, [www.education.ky.gov](http://www.education.ky.gov) and in this Appendix.



## **Spring 2017 Kentucky Performance Rating for Educational Progress (K-PREP) Appropriate Assessment Practices Certification Form**

### **Appropriate Assessment Practices**

The Kentucky General Assembly through KRS 158.6453 requires an innovative student assessment program designed to measure student progress toward achievement of the goals specified in KRS 158.6451. The purpose of this document is to describe the practices that are considered appropriate in preparing students for the assessments, in administering them and in assuring proper security of the assessments.

In determining appropriate practices, the following standards have been used:

- Professional Ethics—No test-preparation practice should violate the ethical standards of the education profession in 16 KAR 1:020.
- Educational Defensibility—All test preparation practices shall be designed and used for the purpose of increasing student learning.
- Student Ownership—All assessment work shall be done entirely by student. No one shall coach, edit, or point out errors in student work on the constructed-response or multiple-choice portions of the test.

The first standard simply refers to evaluating the appropriateness of a practice to determine whether it meets standards of professional ethics. Therefore, such activities as duplicating secure testing materials, which is specifically prohibited, would be considered inappropriate by applying this standard. Only those items designated by the department or its contractors as “released” may be reproduced for any reason without the specific written permission from the Kentucky Department of Education (KDE). The second and third standards encourage any activities that increase student mastery of the content being tested, but would classify as unacceptable any practice that creates a deceptive picture of student achievement.

Administrators and teachers should all use due diligence to ensure the security of the test before, during and after administration. All copies of materials shall be returned to the testing contractor immediately following administration or properly secured through procedures that may be issued by the department. No assessment materials other than those officially designated as released may be duplicated. All directions in the *District and Building Assessment Coordinators’ Manual* and the *Test Administrator’s Manual* that accompany the test materials shall be followed. For additional information concerning appropriate assessment practices, please refer to the *Administration Code for Kentucky’s Educational Assessment Programs (703 KAR 5:080)* at <http://education.ky.gov/AA/distsupp/Pages/AdminCode.aspx>.

A 2017 Appropriate Assessment Practices Certification Form signature block is provided on the next page. All school personnel involved in the assessment must sign this form. Additionally, a test administrator guide for the state-required assessments is provided for use.

## Test Administrator Guide for the 2017 Spring K-PREP

Test administrators for the Kentucky Performance Rating for Educational Progress (K-PREP) shall maintain an atmosphere conducive to the successful completion of the assessment. No information about the content of answers may be provided to the students.

### Test administrators should do the following for the 2017 Spring K-PREP:

- Adhere to testing regulations.
- Verify beforehand that the testing environment will not prohibit students from completing their tasks (e.g., adequate ventilation, no broken furniture, adequate lighting).
- Explain to students how to fill out test booklets and SRBs according to the directions.
- Encourage students to work constructively to complete the assessment; however, test administrators shall not provide any content information for the assessment.
- Notify your BAC of printing errors if they are discovered (e.g., misnumbered pages, blank pages, smeared copy).
- Circulate among students during testing.
- Return all materials to the DAC after testing.
- Take all measures allowed by the school to prevent interruptions (e.g., messengers, intercom announcements).

### Test administrators should NOT do the following for the 2017 Spring K-PREP:

- Duplicate or reproduce any part of the assessment in any manner.
- Provide scratch paper for on-demand writing (pre-write space is provided in the test booklet).
- Provide tools except as specifically allowed in the instructions (i.e., dictionaries and thesauri may be provided for writing).
- Answer questions related to the response (no hints, restatements, interpretations, rephrasing for clarification).
- Provide preprinted acronym sheet or paper containing a system for organizing answers (e.g., column method, ROOTs).
- Hover over individual students for extended periods of time.
- Allow distractions.
- Engage in activities preventing their full attention to the students.

All school personnel involved with the assessment program must sign the following certification form. The form should be kept on file in the local district.

### Spring 2017 Kentucky Performance Rating for Educational Progress (K-PREP) APPROPRIATE ASSESSMENT PRACTICES CERTIFICATION FORM

I have received and read the *Administration Code for Kentucky's Educational Assessment Program*, *The Inclusion of Special Populations* and the *Appropriate Assessment Practices Certification Form* provided by the Kentucky Department of Education.

---

**Name of District**

---

**Name of School**

---

**Staff Member's Signature**

---

**Date**

**This form should be used when release of a patient's protected health information is being made to anyone for a purpose other than treatment, payment or health care operations. The form should be adapted to meet the needs of a particular situation and a particular physician practice. Releases in which the form will be needed are discussed in the KMA HIPAA material regarding Authorizations.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Medical Non-Participation Form Kentucky State-Required Assessments 2016-17

Testing window dates: \_\_\_\_\_

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs      ☐ The ACT      ☐ Alternate K-PREP      ☐ K-PREP

End-of-Course:    ☐ Algebra II    ☐ Biology    ☐ English II    ☐ U. S. History

.....

Is this student currently receiving homebound services?    ☐ Yes    ☐ No

\_\_\_\_\_  
REQUIRED: District Assessment Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
REQUIRED: State Student Identification Number  
(SSID)

\_\_\_\_\_  
Diagnosis or Injury  
Dates

\_\_\_\_\_  
Hospitalization  
Dates

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
MI

\_\_\_\_\_  
Student's Grade  
Level

\_\_\_\_\_  
District and School Student Attends

\_\_\_\_\_  
Attending District/School Code

\_\_\_\_\_  
Accountable District and School for Student  
(if different from above)

\_\_\_\_\_  
Accountable District/School Code

**Note:** A non-participation cannot be approved for a handicapping condition.

**REQUIRED:** Describe, in detail, this student's acute medical (physical or mental) condition. Additional pages may be attached.

**REQUIRED:** Please explain how participation in the state-required assessment would adversely affect his/her well-being.

\_\_\_\_\_  
Print or Type Doctor's Name

\_\_\_\_\_  
Doctor's Signature

\_\_\_\_\_  
Date

I give permission to release my child's pertinent medical information to the school district representative and the Kentucky Department of Education for the purpose of applying for a medical non-participation from the 2016-17 state-required assessment. I understand that, pursuant to Public Law 104-191, all parties will keep this information confidential.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

## Extraordinary Circumstance Non-Participation Form Kentucky State-Required Assessments 2016-17

Testing window dates: \_\_\_\_\_

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs     
 ☐ The ACT     
 ☐ Alternate K-PREP     
 ☐ K-PREP

End-of-Course:   
 ☐ Algebra II   
 ☐ Biology   
 ☐ English II   
 ☐ U. S. History

.....

\_\_\_\_\_  
REQUIRED: District Assessment Coordinator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
REQUIRED: State Student Identification  
Number (SSID)

\_\_\_\_\_  
Student's Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
MI

\_\_\_\_\_  
Student's Grade  
Level

\_\_\_\_\_  
District and School Student Attends

\_\_\_\_\_  
Attending District/School  
Code

\_\_\_\_\_  
Accountable District and School for Student  
(if different from above)

\_\_\_\_\_  
Accountable District/School Code

Please explain the details around the extraordinary circumstance that prevents participation in the state-required assessment at this time.


## Medical Emergency Form Kentucky State-Required Assessments 2016-17

**Testing window dates:** \_\_\_\_\_

Please check only the assessments that apply to this accommodations request.

☐ ACCESS for ELLs     
 ☐ The ACT     
 ☐ Alternate K-PREP     
 ☐ K-PREP

End-of-Course:   
 ☐ Algebra II   
 ☐ Biology   
 ☐ English II   
 ☐ U. S. History

.....

**Student Name** \_\_\_\_\_  
**State Student** \_\_\_\_\_  
**Identification** \_\_\_\_\_  
**Number (SSID)** \_\_\_\_\_  
**District Name** \_\_\_\_\_  
**School Name** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Date of Injury** \_\_\_\_\_

**Nature of Injury:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Testing Accommodation Provided:**

\_\_\_\_\_

\_\_\_\_\_

*(A copy of this form should be forwarded to the District Assessment Coordinator.)*

\_\_\_\_\_  
**BAC Signature**

\_\_\_\_\_  
**Date**

This paper copy should be retained in the district for audit purposes.



## **Kentucky State-Required Assessments Nondisclosure Agreement Form**

State-required student assessments provided by the Kentucky Department of Education or optional assessments reported in state accountability include the Kentucky Performance Rating for Educational Progress (K-PREP) assessments, ACT, Inc. assessments (ACT and QualityCore®), Access for ELLs, College and Career Readiness Measures (KOSSA, KYOTE, WorkKeys and Industry Certificates), and the Alternate K-PREP.

The system design requires that all items (test questions, writing prompts, attainment tasks and transition attainment record items) remain secure. To protect the security of the tests, only authorized persons are permitted to view the test questions. With the exception of items released by KDE with official assessment and accountability reports, test questions, draft or final, and all supporting assessment materials or notes are to be regarded as secure documents. Thus, they may not be reproduced, discussed, or in any way released or distributed to unauthorized personnel.

Any reports or other communications based on the authorized use of secure assessment materials must be reviewed by the Office of Assessment and Accountability or its designated agent prior to distribution or dissemination by the user. Permission for authorized use of assessment and accountability materials may be granted by the Office of Assessment and Accountability, provided the user agrees to abide by the terms stated herein.

**The undersigned is an employee, contractor, consultant, advisory committee member or person otherwise authorized to view material associated with assessment and accountability, and hereby agrees to be bound to the terms of this agreement restricting the disclosure of said materials.**

---

**Name (printed)**

---

**Signature**

---

**Date**

## Kentucky Performance Rating for Educational Progress Spring 2017



### DISTRICT OVERAGE PACKING LIST

Deliver To: Kentucky County  
 1234 Any Street  
 General, KY 12345  
 DAC Name  
 Phone: (555) 123-4567  
 Fax: (555) 123-4567

Ship To: Kentucky County  
 1234 Any Street  
 General, KY 12345  
 DAC Name  
 Phone: (555) 123-4567  
 Fax: (555) 123-4567

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
KY0000XXXX	COPY OF EACH SCHOOL'S PACKING LIST	Set	1	0	1
KY0000XXXX	COORDINATOR KIT	Kit	1	0	1
KY0000XXXX	RESPONSE BOOKLET GR 3, KY, 2017 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT Gr 3, 2017 PKG 5 416660306-416660315	2 pack of 5	10	0	1
KY0000XXXX	RESPONSE BOOKLET GR 4, KY, 2017 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT Gr 4, PKG 5 566660306-566660315	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT, GR 5 577770306-577770315	1 pack of 5	5	0	1

For Internal Use Only:



**Kentucky Performance for  
Educational Progress  
K-PREP  
Spring 2017**



**DISTRICT OVERAGE TEST MATERIALS SECURITY  
CHECKLIST**

**Deliver To:** Kentucky District  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

**Ship To:** Kentucky District  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

The following detailed list contains the security numbers of all test books in your district overage shipment. This form is provided to help track test books from your district overage shipment.

**BEFORE THE ASSESSMENT**

To track the test books, write the name of the school receiving the test books and the date issued under the appropriate columns. If you did not distribute any overage to schools, leave the columns blank.

**AFTER THE ASSESSMENT**

For test books that are being returned in your district overage return shipment, place a check mark in the column labeled "Returned by District." If any secure test materials are not returned, document the reason in the space provided. If you require more space for your documentation, additional pages may be attached.

Keep all security checklists for your district records. Refer to the *Test Administrator's Manual* for directions.

**Overage for 2017 K-PREP, STD, PKG 5**

Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item is Not Returned
41660306				
41660307				
41660308				
41660309				
41660310				
41660311				
41660312				

For Internal Use Only:

**Kentucky Performance for  
Educational Progress  
K-PREP  
Spring 2017**



**PALLET DETAIL**

Deliver To: Kentucky School  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

Ship To: Kentucky District  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

<u>Pallet Number</u>	<u>School Number</u>	<u>Deliver to</u>	<u>Order /Line /Seq Number</u>	<u>Box Range</u>	<u>Number of Boxes</u>
P7832410213	District	Kentucky County Kentucky	2186725 001 00164	1	1
	123	Elementary	2186725 002 00165	1-2	2
	456	Kentucky Middle Kentucky High	2186725 003 00166	1-7	7
	789	School	2186725 004 00167	1-6	6
<b>Total</b>					<b>16</b>

For Internal Use Only:

**Kentucky Performance for  
Educational Progress  
K-PREP  
Spring 2017**



**SCHOOL PACKING LIST**

**Deliver To:** Kentucky School  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

**Ship To:** Kentucky District  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

Item	Item Description	Package Details	Total Qty Packed	Qty Back Ordered	Packed in Box Number
KY0000XXXX	COPY OF EACH SCHOOL'S PACKING LIST	Set	1	0	1
KY0000XXXX	COORDINATOR KIT	Kit	1	0	1
KY0000XXXX	PRE-ID RESPONSE BOOKLET GR 3, KY, 2017	EACH	18	0	1
KY0000XXXX	RESPONSE BOOKLET GR 3, KY, 2017 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB Gr 3, 2017 PKG 5 416660306-416660315	2 pack of 5	10	0	1
KY0000XXXX	PRE-ID RESPONSE BOOKLET GR 4, KY, 2017	EACH	22	0	1
KY0000XXXX	RESPONSE BOOKLET GR 4, KY, 2017 PKG 5	1 pack of 5	5	0	1
KY0000XXXX	K-PREP STUDENT TB KIT, GR 5 522220306- 522220315	1 pack of 5	5	0	1

For Internal Use Only:

**Kentucky Performance for  
Educational Progress  
K-PREP  
Spring 2017**



**SCHOOL TEST MATERIALS SECURITY CHECKLIST**

Deliver To: Kentucky School  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

Ship To: Kentucky District  
1234 Any Street  
General, KY 12345  
DAC Name  
Phone: (555) 123-4567  
Fax: (555) 123-4567

The following detailed list contains the security numbers of all secure test materials that are included in this shipment to your school. This form is provided to help you track test books from your school's testing materials shipment.

**BEFORE THE ASSESSMENT**

To track the secure test books, write the name of the Test Administrator receiving the test book and date issued in the appropriate column. If any test materials are not assigned, leave the columns blank.

**AFTER THE ASSESSMENT**

Write in the date that the Test Administrator returns all testing materials issued to him/her in the "Date Returned" column. If secure materials are NOT returned, document the reason in the space provided. If you require more space for your documentation, additional pages may be attached. Immediately inform your District Assessment Coordinator (DAC) if a test book cannot be found after testing. Return all secure testing materials according to directions in the *Test Administrator's Manual*.

Make a copy of this form for your records and send the original to your District Assessment Coordinator.

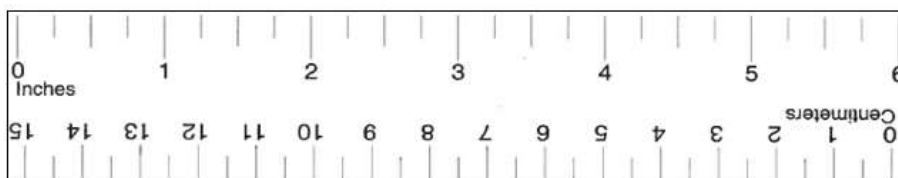
**For KY K-PREP, STD, PKG 5**

Security Number(s)	Name of Test Administrator	Date Issued	Date Returned	Reason if Item is Not Returned
41660306				
41660307				
41660308				
41660309				
41660310				
41660311				
41660312				

For Internal Use Only:

## K-PREP Rulers

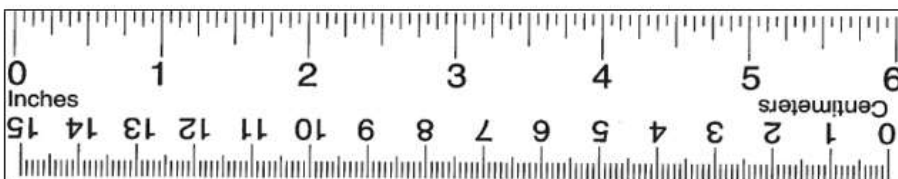
Grade 3 ruler in  $\frac{1}{4}$ -inch and centimeter increments  
Ruler inventory number is 9998103231.



Grade 4-6 ruler in  $\frac{1}{8}$ -inch and centimeter increments  
Ruler inventory number is 9998103223.



Grades 7 and 8 ruler has  $\frac{1}{16}$ -inch and centimeter increments.  
The ruler inventory number is KY00000341.



## School ID Header Sheet



# KENTUCKY PERFORMANCE RATING FOR EDUCATIONAL PROGRESS K-PREP HEADER SHEET

The specific directions for the completion of this form are given in the manual.

## 1 TESTING DISTRICT AND SCHOOL

District Name \_\_\_\_\_

School Name \_\_\_\_\_

2 CODE					
DISTRICT			SCHOOL		
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

3 NUMBER OF ANSWER DOCUMENTS UNDER THIS HEADER			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

4 GRADE	
3	
4	
5	
6	
7	
8	
9	



## 2016-17 Large Group Testing – Seating Chart Form

### Kentucky State-Required Assessments

Complete one form for each room used during school test administration.

***Keep on file at the school or district office.***

Please check only the assessments that apply to this non-participation request.

☐ ACCESS for ELLs    ☐ The ACT    ☐ Alternate K-PREP    ☐ K-PREP

End-of-Course:    ☐ Algebra II    ☐ Biology    ☐ English II    ☐ U. S. History

**Note:** ACT administrators must use seating chart provided by ACT, Inc.

**Optional: Tests used in state accountability** (If testing, administrator must complete seating chart.)

☐ KOSSA    ☐ KYOTE    ☐ ACT WorkKeys    ☐ Other \_\_\_\_\_

#### GENERAL INFORMATION

Test Date: _____	Room Number: _____
District Name: _____	School: _____
Number of Testing Staff: _____	Number of Students Tested: _____

#### TEST ADMINISTRATOR

(Person(s) in charge of testing for this room)

Test Administrator Name (*Please Print*): \_\_\_\_\_

Test Administrator Signature: \_\_\_\_\_

#### PROCTOR

(Person(s) assisting test administrator by monitoring students or distributing materials.)

Proctor(s) Name(s)

(*Please Print*)

Proctor(s)  
Signature(s)

#### ROOM LAYOUT

**Desks**

**Tables**

**Students per  
Table**

The seating chart on the next page may be used as a reference to create an individual school chart. Make certain that the design reflects the room layout and includes student names.

**Seating Chart**

During the test, the test administrator must enter student examinee names in the boxes below.




## 2016-17 Small Group/Individual Student Testing – Seating Chart Form

### Kentucky State-Required Assessments

(Return to Building Assessment Coordinator at conclusion of test window.)

***Keep on file at the school or district office.***

☐ ACCESS for ELLs   ☐ The ACT   ☐ Alternate K-PREP   ☐ K-PREP

End-of-Course: ☐ Algebra II   ☐ Biology   ☐ English II   ☐ U. S. History

**Note:** ACT administrators must use seating chart provided by ACT, Inc.

**Optional: Tests used in state accountability** (If testing, administrator must complete seating chart.)

☐ KOSSA   ☐ KYOTE   ☐ WorkKeys   ☐ Other \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

DISTRICT NAME \_\_\_\_\_

Test Date	Content Area	Student Name (Printed)	Test Administrator	Room Number

## Appendix B: Frequently Asked Questions

### Test Materials

**Q1: What should I do if I find secure test materials that should have been returned to Pearson?**

**A1:** If the additional order window is still open on PearsonAccess you can order return shipping materials there; if after June 15 contact Pearson Kentucky Customer Service at (888) 437-1430 to have return labels and UPS labels shipped out for the returns. Provide the following:

- District name, district code, school name and school code
- Shipping address
- Contact person, telephone number and e-mail
- Explanation of how and where the test booklet was located

If the secure test materials have been in a non-secure environment, you must report the situation as an allegation. Please contact Patsy Kenner at KDE at (502) 564-4474 for assistance or visit the Allegation Reporting Application on KDE's website <http://education.ky.gov/AA/distsupp/Pages/allegation-Reporting.aspx>.

**Q2: Where is the security barcode number located on the secure test booklet?**

**A2:** All secure test materials are assigned a unique security barcode number. It is located on the upper right corner of the back cover.

For more information on security barcode numbers, see "Test Booklet Security Barcode Number" on page 52.

**Q3: If I do not have enough test materials for the test administration, may I borrow materials from another school or district?**

**A3:** No, do not use materials shipped to another school or district. Test materials are assigned to specific schools for materials tracking and security purposes. If you need additional materials, use the district overage test materials or order additional materials on PearsonAccess. Specific instructions for ordering additional materials are provided in the *PearsonAccess Kentucky User's Guide*. **Additional orders must be submitted by the DAC.**

**Q4: If I accidentally discarded or misplaced the boxes needed for the return of test materials, what should I do?**

**A4:** Additional shipping boxes can be ordered by the DAC on PearsonAccess. Instructions for doing so are in the *PearsonAccess Kentucky User's Guide* posted on PearsonAccess under the *Support* tab.

**Q5: How do I void a student response booklet?**

**A5:** When a SRB needs to be voided for any reason, you must write “VOID” across the front of the SRB with a black marker and return it to the BAC or DAC to be securely destroyed.

**Note:** Examples of reasons why a booklet would be voided include, but are not limited to, booklets damaged by food, water and body fluids or booklets that have torn pages.

**Q6: Can we copy the Writer’s Reference Sheet?**

**A6:** Yes, however, do not use reference sheets from previous administrations for this test administration. Only use reference sheets included with test materials for the current year.

**Q7: Can students in grades 3–8, 10 or 11 write in their test booklets?**

**A7:** Yes, students can write in their test booklets, but those marks will not be scanned or scored. Students must be sure to answer all questions in the SRBs.

**Q8: Can I combine grade levels in a single box when returning materials to Pearson?**

**A8: Scorable Materials—**Yes, but you must have a school ID header separating each grade. A diagram and instructions are located on page 57.

**Nonscorable Materials—**Yes, for the nonscorable shipments you may consolidate multiple-grade-level materials in a single box. For example, if you tested grades 4 and 5, you may start packing grade 5 on the bottom of the first box and then pack grade 4 on top of the grade 5 materials. See “Packing the Nonscorable Secure Test Materials” on page 58 for instructions and a packing diagram.

## Test Administration

**Q1: What happens if a student has used an ink pen to record answers in his or her student response booklet (scannable) booklet?**

**A1:** The student’s response needs to be transcribed to a new SRB using a #2 pencil only (no mechanical pencils or pencils that differ in hardness of lead) and the old document must be voided with a note of explanation annotated in SDRR.

**Q2: What happens if a student soils a scorable SRB and/or nonscorable student test booklet with bodily fluids (e.g., sick during testing, nosebleed)?**

**A2:** Do not return test materials damaged by bodily fluids. They will not be processed or scored. If the SRB has been soiled, the answers from that booklet are to be transcribed to a new SRB and the damaged booklet must be securely destroyed. Make sure when transcribing the answers to the new booklet that the demographic portion is gridded on the front page of the booklet and the student signs the student honor code on the new booklet. Gridding instructions are in the script portion of the grade level *TAM*. The serial number from the new SRB may be annotated in SDRR.

If SRBs are damaged, school personnel must contact the BAC or DAC **PRIOR** to destroying the materials. Detailed instructions can be found on page 55 of this manual.

- If secure test booklets are damaged, the DAC or BAC must contact Pearson Kentucky Customer Service at (888) 437-1430 for specific directions PRIOR to securely destroying the materials. Detailed information is on page 55.

**Q3: What do I need to do if a student is injured and will have difficulty reading or writing during testing?**

**A3:** A student who is injured just prior to or during assessment administration qualifies for appropriate accommodations and is **not** to be automatically excused from testing. A Medical Emergency Form should be completed to document the accommodations provided to the student. A copy of this form and instructions are included in Appendix A: Forms of this manual.

**Q4: What do I do if I find any student response materials that exhibit evidence that a student may cause harm to himself or herself or to others, or that he or she may otherwise be suffering abuse?**

**A4:** The BAC should be notified and the SRB handed over to the BAC immediately following the end of the testing session. The BAC or principal may copy **only** the response. The copy must be kept secure, as it is considered testing material.

The BAC is responsible for reporting the situation to proper school and district authorities, including the DAC. Those authorities should follow school/district policy for handling the situation. When there is a need for local authorities or parents to see the response, security should be explained and a nondisclosure form signed by those parties before viewing the response.

**Q5: What do I do if a student works ahead and begins the next part of the test not yet administered?**

**A5:** The test administrator should stop the student immediately and take note of how many questions he or she has completed in the section. The student may pick up testing where he or she stopped when that section of testing begins for other students. **Do not** allow the student to work on previously completed questions when testing resumes.

**Q6: What if a student responds in the wrong area of the student response booklet?**

**A6:** While every attempt must be made during monitoring to ensure students put their answers in the correct areas of the SRB, we realize students do sometimes respond in the wrong spot. When materials are returned to Pearson, **a student must have a single SRB that contains all the student's responses in the correct areas/answer locations.** On the following page are instructions.

USE with Option 1, 2 or 3:

Have the DAC or BAC contact **OAA by e-mail (dacinfo@education.ky.gov) or phone (502) 564-4394**. Provide:

- a. your name and position (DAC, BAC, Assistant to DAC),
- b. name of school and district,
- c. name of student, SSID and grade, and
- d. method planned to correct the problem.

Option 1 (Use when SRB is greatly impacted.)

Answers must be transferred into a **new** SRB.

- a. Create a new SRB for the student and void the original SRB.
- b. Enter the student demographic information on the new SRB by hand-bubbling.
- c. An adult, appropriately trained in the Administration Code, may transfer the answers or a student (while being monitored) may transfer the original work.
- d. Write VOID on the original SRB and return to the BAC or DAC to be securely destroyed.

Option 2 (Use when SRB is somewhat impacted.)

Take an unused blank SRB.

- a. Identify the appropriate answer locations.
- b. Duplicate the original student response in the appropriate short-answer or extended-response answer space in the unused SRB.
- c. An adult, appropriately trained in the Administration Code, may transfer the answers or a student (while being monitored) may transfer the original work into the new SRB correct space **without any changes/editing**.
- d. Cut the student response from the new, unused SRB. Be sure to cut around the answer box, keeping the box outline. **MC responses are never to be cut and taped; they have to be gridded to a new SRB.**
- e. Tape the new student response into the appropriate answer location spaces in the original booklet. **Use only clear/transparent tape to complete taping the edges.** **DO NOT STAPLE, GLUE or INSERT COMPLETE PAGES.**
- f. Destroy the unused SRB; do not send it back with the scorable documents.

Option 3

An extended response or short-answer may be cut/taped. This preserves the student's original handwriting. If there are written responses that overlap on both sides of the paper, the DAC or BAC may photocopy one and cut/tape the other (original) response.

**Q7: What do I do if a student transferred to my school after starting a test in another school?**

**A7:** The sending school should transfer the SRB and test booklet to the new school so the student can complete the test with the same test materials. The secure SRB must be returned to the sending school so it can be packed with that school's scorable materials. **Do not** return the secure test booklet with your school materials. See "Students Who Move During Testing" on page 21 for more information.

**Q8: What do I do if I have a student who is homebound? Do I need to include the student on my roster?**

**A8:** Yes. These students are to be tested by the homebound teacher and included on the roster.

## **Forms and Procedures**

**Q1: Where do I find the document used to report testing issues/security breaches?**

**A1:** You can locate this form on KDE's website, [www.education.ky.gov](http://www.education.ky.gov).

**Q2: Do I need to submit a SRB (scorable) for non-participants?**

**A2:** A scorable student response booklet must be labeled and returned for all students who participate in the K-PREP. A SRB is not returned for non-participants (medical or extraordinary circumstance) if the non-participation request has been **approved**. The SRB is to be securely destroyed by the BAC or DAC.

**Q3: Who must sign a Nondisclosure Agreement Form and where can I find the form?**

**A3:** The Nondisclosure Form must be signed by any person not employed by the school or district who will view test materials, including noncertified individuals who provide accommodations for students as well as individuals who view alert papers. The form can be downloaded from KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and it is located in Appendix A of this manual.

**Q4: Do first-year English Language Learners return a completed Student Response Booklet?**

**A4:** Yes, for participation, first-year EL students answer a minimum of four multiple-choice questions or one constructed response question on any part of the mathematics test in their SRB and return. EL students must be properly marked in SDRR.

# Glossary

## 504 Plan

Section 504 of the Rehabilitation Act guarantees an appropriate special education as well as accessibility to regular education programs. The *504 Plan* is a written document prepared by a child's 504 Team that outlines the school's obligation to provide reasonable accommodations for a student.

## Accommodated Materials

Accommodated materials are special test materials to be used by students who require Braille, large-print, audio or text reader.

## Alert Paper

An alert paper is any student response that raises concern about the safety or welfare of the student or others. See "Alert Papers" on page 10 for more information.

## Alternative Program

Any non-A1 program is considered an alternative program.

## BAC Certification of Proper Test Administration Form

This form is to be completed by the BAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). The DAC is to collect and maintain a file that contains the BAC Certifications in the district. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

## Building Assessment Coordinator (BAC)

The term "Building Assessment Coordinator" (BAC) refers to the school-level individual who is responsible for receiving the test materials from the DAC, organizing the materials, distributing the materials to the test administrators, collecting the materials after testing and returning the materials to the DAC for verification and shipping. See Part 7: Building Assessment Coordinator Instructions.

## District Assessment Coordinator (DAC)

The term "District Assessment Coordinator" (DAC) refers to the district-level individual who is responsible for receiving the materials from Pearson before testing, organizing the materials, distributing the materials to the BACs, collecting the materials after testing and returning the materials to Pearson. The DAC is responsible for communication between the Pearson Service Center and his or her district's schools. See Part 6: District Assessment Coordinator Instructions.

## DAC Certification of Proper Test Administration Form

This form is to be completed by the DAC to confirm adherence to the *Administration Code for Kentucky's Educational Assessment Programs* (703 KAR 5:080) and to the *Inclusion of Special Populations in the State-Required Assessment and Accountability Programs* (703 KAR 5:070). The DAC is to collect and maintain a file that contains the BAC Certifications in the district, and will send a copy of the DAC Certification to KDE. The DAC and BAC Certification forms are sent via a DAC Monday E-mail near the end of testing to certify that all testing is complete.

**English Learners (EL)**

A student is identified as EL through a collection of survey and assessment results.

Every identified EL student has to take an English language proficiency (ELP) test annually to meet federal requirements. The current exit criteria for an EL student on the ELP assessment ACCESS for ELLs® is an overall composite of a 5.0 on a Tier B or C with a minimum of a 4.0 composite in Literacy.

**Extended Time**

Extended time must be based on documentation in the student's IEP, 504 Plan or PSP. The use of extended time shall be utilized as long as the student is demonstrating on-task efforts which allow the student to make progress on completing his/her assessment responses. The school shall provide proper supervision to maintain an appropriate assessment atmosphere.

**Extraordinary Circumstance Non-Participation Form**

The Extraordinary Circumstance Non-Participation Form is used for students who should not be tested for reasons other than a medical non-participation. Document the details in SDRR. The form can be found in Appendix A of this manual or on KDE's website, [www.education.ky.gov](http://www.education.ky.gov). The completed paper copy should be retained in the district office.

**Alternate Kentucky Performance Rating for Educational Progress (Alternate K-PREP)**

Students who meet the guidelines for participating in the Alternate K-PREP will not participate in the K-PREP. Therefore, a SRB should not be completed for these students. Be sure to have the student included on the Alternate K-PREP roster in SDRR.

**Kentucky Performance Rating for Educational Progress (K-PREP)**

The state-required assessment for grades 3–8 and writing on-demand at the high school in grades 10 and 11. It is a blended model built with norm-referenced test (NRT) items and criterion-referenced test (CRT) items, which consist of multiple-choice, short-answer and extended-response items.

**Medical Emergency Form**

This form is used for an injured student whose injury is not serious enough to warrant a medical non-participation request but should receive appropriate accommodations that enable the student to participate in the assessment. The student's record must be maintained in SDRR. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on KDE's website at [www.education.ky.gov](http://www.education.ky.gov). See "Medical Emergency Form" in Appendix A.

**Medical Non-Participation Form**

This form is used for students too ill or medically fragile to complete the state-required assessment, even in a homebound situation with accommodations provided. A school may choose to request a medical non-participation for this student. The student's record must be updated in SDRR. Be sure to retain a copy of the completed form on file in the district office. A copy of this form can be found on the KDE website, [www.education.ky.gov](http://www.education.ky.gov). See "Medical Non-Participation Instructions" on page 25.



**PearsonAccess**

PearsonAccess, [www.PearsonAccess.com/ky](http://www.PearsonAccess.com/ky), is an electronic system that districts and schools use to accomplish the following:

- View student enrollment counts for K-PREP (If there is a significant discrepancy with the enrollment counts, contact KDE).
- Order accommodated testing materials (Braille, Large-Print, Audio and Text Reader). There is no kit with the text reader accommodation.
- Order additional materials if the district has a shortage.
- Update district and school profiles.

The districts will be able to view the participation counts for the regular testing materials at each school by grade but will not be able to edit these counts. The only areas that are editable will be the areas to order accommodated materials, i.e., large-print, Braille, audio and text reader.

The *PearsonAccess Kentucky User's Guide* is available on the Support tab on PearsonAccess.

**Program Services Plan (PSP) for EL Students**

A PSP for EL students is an individual language service plan for students with limited English proficiency. It is required under federal law (Title III, Sec 3302, No Child Left Behind Act of 2001). In Kentucky, an individual PSP is required for all students identified as EL. See “English Learners” on page 22.

**Scannable Student Response Booklet**

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and biographic information.

- **Grades 3–8, 10 and 11**

**Seating Charts**

Seating charts, for groups and/or individuals, are required for all state-required test administrations, reflecting students and adults in the testing room. The DAC will collect and maintain. Examples are provided on KDE's website, [www.education.ky.gov](http://www.education.ky.gov), and in Appendix A of this manual.

**Security Barcode Number**

The security barcode number is a machine- and human-readable code, consisting of 10 digits, assigned to test booklets. Each security barcode number is used on only one test booklet. This is the identifying number by which test booklets are assigned to and accounted for by districts and schools. Pearson will use this number to inventory and account for all returned test booklets. See page 52.

**State Student ID (SSID)**

This number is generated by KDE's Student Information System (SIS). The SSID is a unique 10-digit number assigned to each student. This number is included on the pre-printed student response booklet provided to schools.

**Student Data Review and Rosters (SDRR) Application**

This is KDE's electronic rostering application. It is used for student rosters, data review and to record details about non-participations.

**Student Honor Code**

A student honor code has been printed on the back page of the SRB. This process is one of the critical pieces of test security that has been added to monitor appropriate administration of state-required tests. Students should be reminded of the importance of doing their own work and always putting forth their best effort. Test administrators will read aloud the student honor code and have students sign the honor code prior to the onset of testing.

**Student Response Booklet**

The scannable booklet is a stand-alone document containing response areas to record the student's responses to the questions and biographic information.

**Student Roster**

The student roster is a list of students broken down by school within a district, including individuals enrolled on the first day of the testing window. Rosters are required by regulation 703 KAR 5:160 Section 10.

**Test Administrator's Manual**

The TAM is an instructional manual for test administrators. This manual includes the grade-specific scripts for the test administration.

**Test Booklet**

The secure test booklet that contains test items and test questions.

**Test Part**

The K-PREP is divided into content areas that are further separated into test parts. Reading, Mathematics and Social Studies have three parts; On-Demand Writing has two parts; and Language Mechanics has one part.

**Text Reader**

Approved students will access the Lexiflow viewer for the text reader accommodation through a secure browser with a unique student ID and password and the pages for the assessments shown within the secure browser will be delivered via the Internet.

The Lexiflow viewer itself will have an updated contemporary look and feel similar to other leading applications students are familiar with.

The Lexiflow viewer will provide the read aloud accommodation for the assessments for students with vision and read aloud accommodations. The Lexiflow viewer replicates a view of a page from the original paper test on the computer screen and it operates the same way for KDE approved operating systems and devices. Within the Lexiflow viewer students will have control of what text they would like to have read aloud. Students will continue to use the test paper booklet and SRBs for answer responses.

**Timed Testing Session**

This refers to the amount of time allowed during which a test part is administered to students.

## This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.









DAC-BAC MANUAL 2017



KY00001499